ASTRO

ASTROJET™ SOFTWARE MANUAL

Version 3.4

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Table of Contents

Section 1	Installing the AstroJet™ Software	1
	Computer Requirements	1
	Replacing an Older Version of AstroJet™ Software	1
	AstroJet™ Software Version3.4 Installation	1
	Windows 95	2
	Windows 98, 2000, ME, or XP	2
	BIOS Installation	2
Section 2	Quick Start	3
	Create a Layout	3
	Print the Job	4
Section 3	Creating a Layout	5
	Using the AstroJet™ Printer System Software	5
	Database Files	6
	Printing Band Properties	8
	Using the Template	8
	The Layout Screen	8
	Forward and Reverse Printing	10
	Stock Properties	11
	Text Field Properties	11
	Text Field Editor	12
	Adding a Logo or Graphic	14
	Using the Royal Barcode	14
	The Completed Layout	16
	Viewing the Data in the Layout	16
	Saving the Template	17
	Saving the Job	17
Section 4	Printing a Job	19
	The Control Panel	19
	Starting Up the AstroJet™ Printer	20
	Printing a Test Print	21
	Printing the Job	21
	Monitoring the Job	21
	Printer Settings (Old Style with SELECT Key)	21
	Setting Left Margin	21
	Purge the Printheads	22
	Checking the Piece Counter	22
	Stop on Break	22
	Setting Print Speed	22
	Print Enhancement	23
	Printer Settings (New Style with ENTER Key)	23
	Menu Key	24
	Setup Menu	24

Printer control Panel Messages 25
Databases 25
Searching for a Record 25
Advanced Features 26
Update Bios 27
Bundle and Bag Breaks 27
Feeder Settings 28
Align Heads 28
Cache 29
Printer 30
Section 5 Software Options 31
Full 256 ASCII Character Set for AstroJet Printer 31
Reverse Printing – AstroJet ™ 1000 series and 2000 31
Reverse Printing – AstroJet ™ II+, III, III+, 3000, Image Blaster, and PS II 32
Printing without a Database 32
Special Insert Characters for Text Fields 36
Adding Instructions to the Operator 36
INDEX 39

Section 1 – Installing the AstroJet™ Software

Computer Requirements

The computer that you install the AstroJet™ System Software on should meet the following minimum requirements:

An IBM or Compatible Pentium 100 Megahertz PC or better.
Windows 95, 98, 2000, ME, or XP installed.
A minimum of 20 Megabytes of free hard disk space.
The computer should be equipped with at least 16 Megabytes of RAM for Windows 95 and 98 (32 Megabytes of RAM required for Windows 2000, ME, and XP).
A 2X CD ROM or better.
An 800 X 600 SVGA Monitor or better.
Parallel (Centronics) printer cable, no longer than 6 feet.
The Parallel Port must be set to the EPP (Enhanced Parallel Port) setting in the CMOS of the computer.

Replacing an Older Version of AstroJet™ Software

NOTE: Before installing this version of AstroJet Software check the current version number of your existing software. It can be found in the Layout Editor under Help, the About.

Version 3.2: If you are currently using Version 3.2 or before, DO NOT uninstall it prior to loading the new software.

The layout files are not compatible from version 3.2 and older versions with the new version. If you uninstall an older version before the newer version is installed you will loose any databases and logos you may have on your computer. The best way to prevent loss of data is to leave the old version of the software on your computer and transfer the database files and logos to the new folders using Windows Explorer.

Version 3.3: If you are currently using Version 3.3 or 3.35; you should load the new software over the old to prevent loss of database information or layouts. You will have to delete the index files in the database folder and let the software create new ones. The easiest way to delete the index files is to use **Windows Find** function and select **Files or Folders**. When the **Find: All Files** window opens, type in "***.AJIDX**". Then delete these files. When you open a layout the software will automatically re-index the files.

AstroJet™ Software Version 3.4 Installation

1. Before installing the CD check that there is at least 20 megabytes of disk space available on the computer.
2. Close all programs currently running and reboot the computer. Do not open any programs prior to installing AstroJet software.
3. Install the CD in the computer. The CD should start automatically. If it does not click on the **Start** button, then select **Run**. Type "*D:\Setup.exe*" (where D is the CD drive) and then click **OK**.
4. The AstroJet Setup Menu will appear on your screen. It contains five options:
5. Install Printer Software
6. Read the Manuals
7. Browse this CD

8. Install Adobe Acrobat – This is version 4.0 of Adobe Acrobat for reading and printing the Operator Manuals.
9. www.astromachine.com – this is a link to our web site if you are connected to the Internet.
10. Click on "Install Printer Software" and then choose the operating system that is installed on your computer. If you are using Windows 95 refer to the instructions under "Windows 95" and if you are using Windows 98, Windows 2000, ME, or XP refer to the instructions under "W98 / W2000".
11. If this is a new printer installation (not a software update) go to the installation instructions for your operating system to complete the installation. If this is a software and firmware update, you must also download a new "*BIOS*" to the printer.

Windows 95

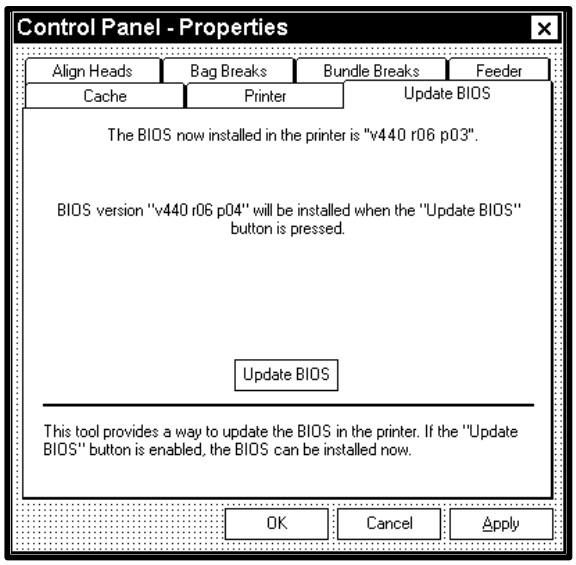
1. Insert the program CD into your CD-ROM drive. Click on "Install Printer Software".
2. Select "Windows 95".
3. Select "ODBC95" and follow the instructions in the windows to install "DCOM95 for Windows 95". When this is installed **Restart** your computer.
4. Open the program CD again and select "Install Printer Software", then "Windows 95".
5. Select "AstroJet" and follow the directions in the windows. At the end of the installation you will be asked to identify the model of your printer. Select the AstroJet Printer and then **restart** your computer.

Windows 98, 2000, ME, or XP

1. Insert the program CD into your CD-ROM drive. Click on "Install Printer Software".
2. Select "W98 / W2000" "AstroJet Setup will appear with the "Welcome: window. Follow the instructions.
3. At the end of the installation you will be asked to identify the model of your printer. Select the AstroJet Printer and then **restart** your computer.

BIOS Installation (Used only when upgrading installed BIOS)

1. Load the AstroJet software for your printer into your computer.
2. Connect the computer to the printer and turn the printer **ON**.
3. Select the "AstroJet Control Panel" icon on your desktop and double click on it.
4. Select "Properties", then select "Update BIOS".
5. Click on the **Update BIOS** button. When the software completes the update check the printer's control panel for the new BIOS level.


Control Panel - Properties
Align Heads
Bag Breaks
Bundle Breaks
Feeder
Cache
Printer
Update BIOS
The BIOS now installed in the printer is "v440 r06 p03".
BIOS version "v440 r06 p04" will be installed when the "Update BIOS" button is pressed.
Update BIOS
This tool provides a way to update the BIOS in the printer. If the "Update BIOS" button is enabled, the BIOS can be installed now.
OK
Cancel
Apply

CAUTION

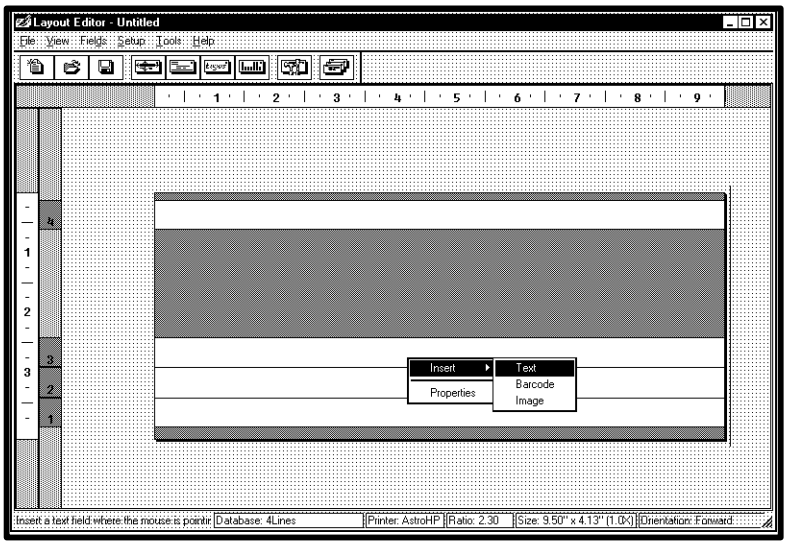
DO NOT TURN THE POWER OFF DURING THE BIOS UPDATE PROCESS.

Section 2 – Quick Start

Create a Layout

Click on the AstroJet Layout Editor. The "Layout Editor – Select Database" window will open. Click **OK**. The "Select Database" window will open, select the location of your database on your hard drive. In the **Files of type** box select the type of database, then select the database you wish to use and click **Open**. If this is the first time you are using that particular database, follow the instructions in the "Layout Editor – Database Attributes" window. The "Database View – " window will then open, click **OK**.

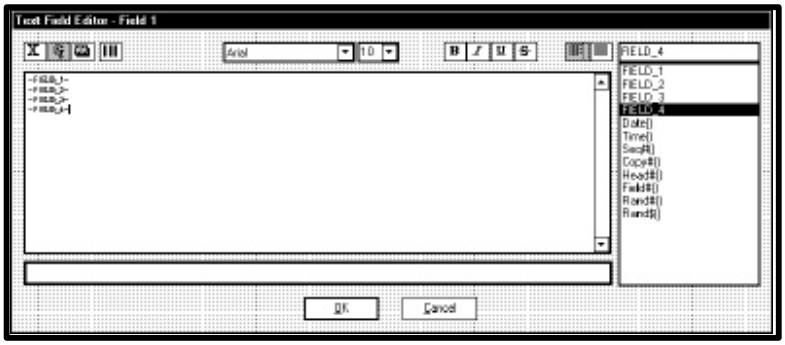
The "Layout Editor – Stock Properties" window will open. Select the envelope from the drop down box and click **OK**. The "Layout Editor – Untitled" window will now open. Place your mouse pointer at the place on the layout that you wish to add the address information and right click on the mouse. Then select **Insert** and **Text** as shown below.



The "Text Field Properties" window will open.

Click on each field that you wish to print. Use the **SPACE BAR** to separate fields on the same line and the **ENTER** key to start a new line.

When you have built your address, select the type style and font size from the drop down menu and click **OK**.



Click on **File**, the **Save As** and give your project template a name. Then click on **File**, and click on **New Job**. Click **OK** on the "Layout Wizard – Select Template" window. Then click **OK** on the "Database View – " window. Next click on **Save** in the "Save Job As…" window. The job is now ready to print.

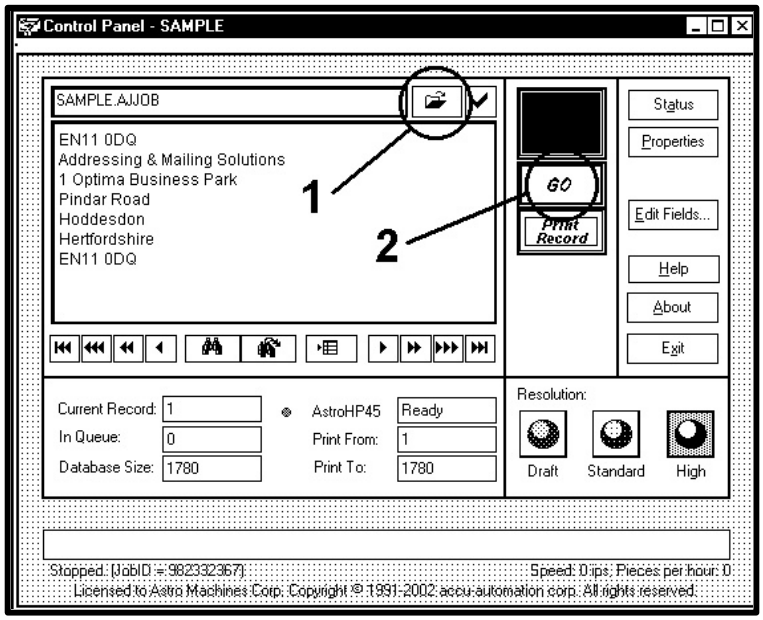
NOTE: Using the above method you can also add logos or graphics and a postal barcode. For more information and a detailed explanation of the layout software refer to *Section 3 – Creating a Layout*.

Print the Job

IMPORTANT: Make sure it is connected to the computer and that the printer is turned ON before beginning.

Click on the AstroJet Control Panel. The "Control Panel" window will open. Click on the Load a new job button [1] and the "Control Panel – Load Job" window will open. Select the job that you wish to print and click **Load Job**. The first record of your database will appear in the box under the name of the job.

To start printing click on the **GO** button [2]. After the job loads the printer will start running. To begin the printing process press the **SELECT** key on the printer's control panel.



Section 3 – Creating a Layout

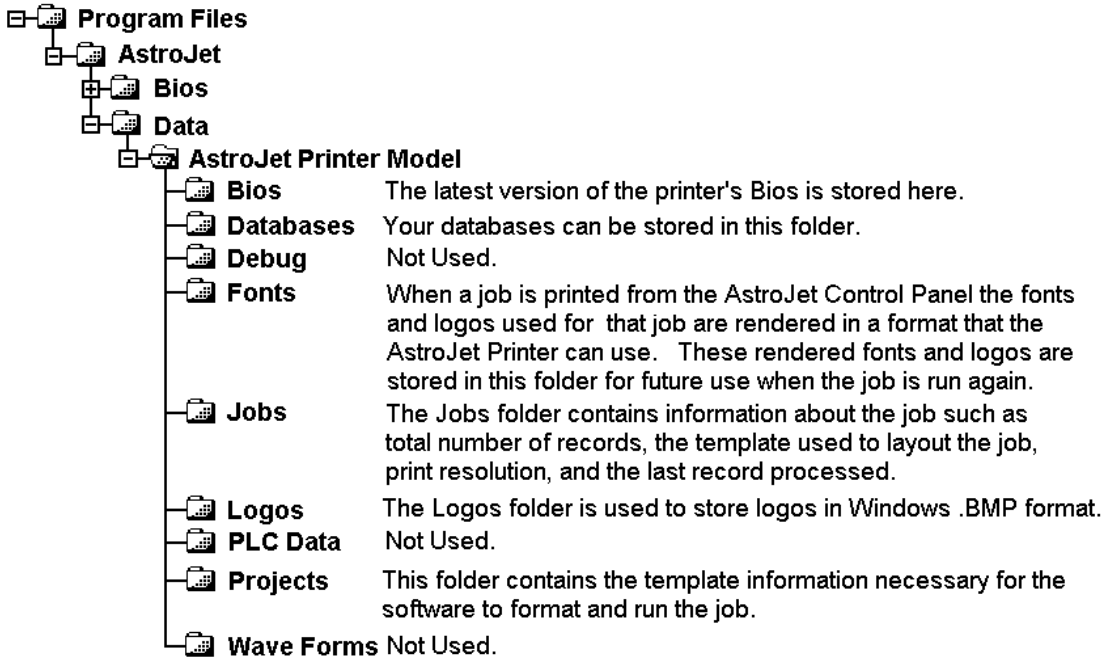
This section assumes that the AstroJet Printer software version 3.4 has been installed on the computer and that the computer is connected to the printer. Following the instructions below will teach you how to create a job, process that job, and in Section 4 send the job to the printer and print it. Additional information on the operation of the software can be found in the AstroJet Help file on your computer.

Using the AstroJet™ Printer System Software

This tutorial begins with a brief discussion of how the program files are arranged. It is assumed that you have experience in navigating through Windows. If you are new to computers or are not familiar with Windows many books are available that can help you.

The software is divided into two parts, The *AstroJet Layout Editor* and the *AstroJet Control Panel.* When the AstroJet Printer Software was loaded on the computer, the two icons shown below were placed on the desktop.

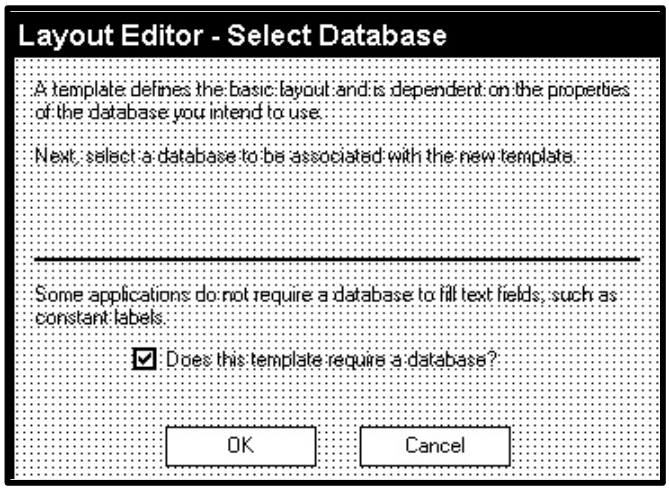
In addition, the AstroJet folder was placed in your Program Files folder. This is the place where all of the AstroJet Printer software resides. The AstroJet Layout Editor, AstroJet Control Panel and Help files are located in this folder along with the Data folder. The Data folder contains several additional folders one for each AstroJet Printer model. The AstroJet Printer folder contains all of the information required by the AstroJet Printer Software to create and run the job.


Program Files
AstroJet
Bios
Data
AstroJet Printer Model
Bios
The latest version of the printer's Bios is stored here.
Databases
Your databases can be stored in this folder.
Debug
Not Used.
Fonts
When a job is printed from the AstroJet Control Panel the fonts and logos used for that job are rendered in a format that the AstroJet Printer can use. These rendered fonts and logos are stored in this folder for future use when the job is run again.
Jobs
The Jobs folder contains information about the job such as total number of records, the template used to layout the job, print resolution, and the last record processed.
Logos
The Logos folder is used to store logos in Windows .BMP format.
PLC Data
Not Used.
Projects
This folder contains the template information necessary for the software to format and run the job.
Wave Forms
Not Used.

The AstroJet Layout Editor is used to create the job that is to be run. The AstroJet Control Panel is used to send the job you created to the AstroJet™ Printer Printer. All jobs are designed in the AstroJet Layout Editor.

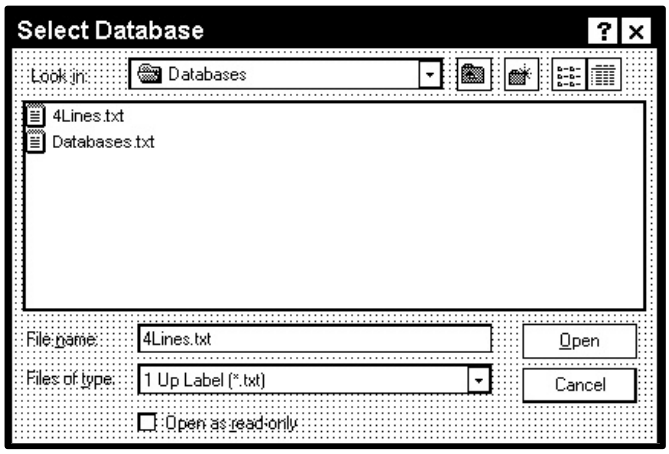
Double click on the **AstroJet Layout Editor** icon and open the program.

The "Layout Editor – Untitled" screen will appear. Click on the icon or **File**, then **New** and the "Layout Editor – Select Database" window will appear. Leave the box "Does this template require a database?" checked and click **OK**.


Layout Editor - Select Database
A template defines the basic layout and is dependent on the properties of the database you intend to use.
Next, select a database to be associated with the new template.
Some applications do not require a database to fill text fields, such as constant labels.
Does this template require a database?
OK
Cancel

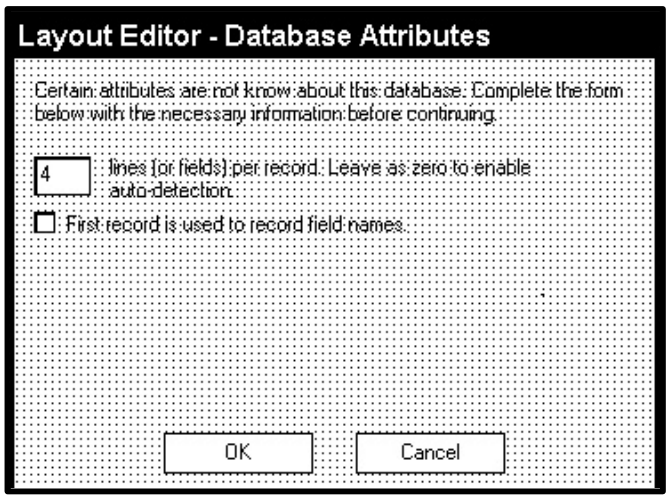
The "Select Database" screen will appear. Click on the drop down menu "Files of Type" and select "1 UP LABELS (*TXT)". Highlight "4Lines.TXT" and click on **Open** to continue.

The "4Lines.txt" database is included in the software and is indexed.



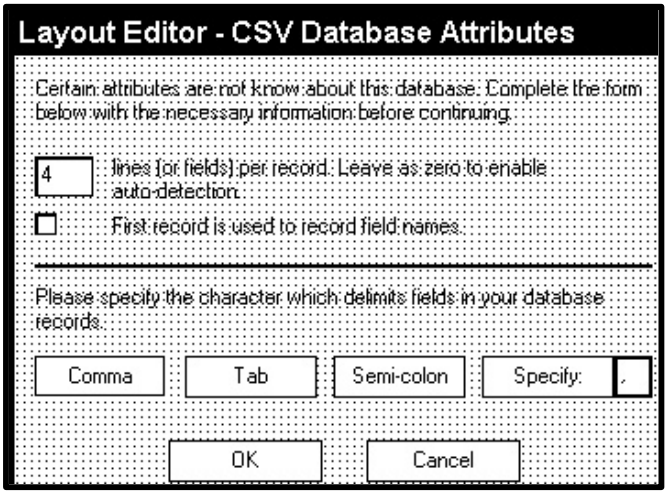
Database Files

Before we proceed there are a few things about the way the AstroJet software handles databases that should be noted. If you use a TXT database other than the one supplied, the software will create an index file when you click Open from the "Select Database window. You will be asked if the first record is used to record field names. If it is, check the box. Then click **OK**.

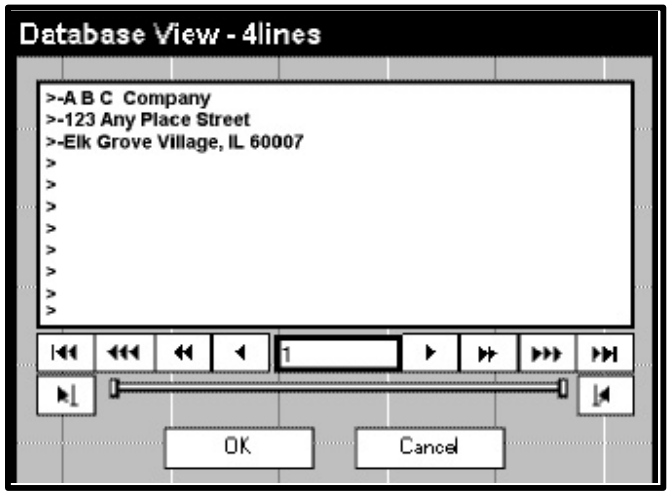

Layout Editor - Database Attributes
Certain attributes are not know about this database. Complete the form below with the necessary information before continuing.
4
lines (or fields) per record. Leave as zero to enable auto-detection.
First record is used to record field names.
OK
Cancel

CSV databases are also indexed, but additional information about the character that delimits the fields is required for the software to create the index file. Click on the appropriate delimiter and then click **OK.**

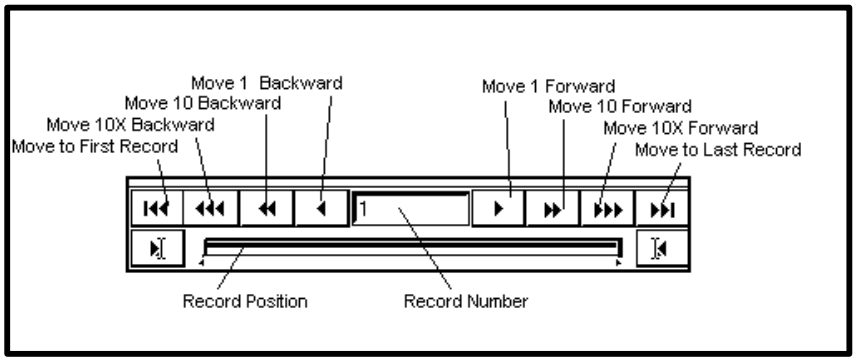
Microsoft Access *.MDB, dBase III, IV, V, and FoxPro *.DBF files are automatically converted to *.CSV files with a comma delimiter. If you make any changes to these types of databases by upgrading or adding information the AstroJet software will automatically re-index the file the next time you open the template.


Layout Editor - CSV Database Attributes
Certain attributes are not know about this database. Complete the form below with the necessary information before continuing.
4
lines (or fields) per record. Leave as zero to enable auto-detection.
First record is used to record field names.
Please specify the character which delimits fields in your database records.
Comma
Tab
Semi-colon
Specify:
OK
Cancel

The "4Lines.txt", database in the software is indexed. The next screen to appear is the "Database View – 4lines" window displaying the first record in the database.



There is a series of arrows just below the record. These can be used to step through the records as shown.



NOTE: The 🗁 Databases folder in the AstroJet Printer software is provided as the default folder. You may, however store your databases in any place on your computer's hard drive. Do not store databases on removable drives.

Click **Next>>** and the "Layout Wizard – Stock Properties" window will appear. For the purpose of this tutorial we will select the standard C4 envelope. This window which is also accessible from the Layout Editor screen allows you to choose from a list of standard envelope sizes or permits you to create your own custom envelope size. If you choose to create a custom envelope size, select custom, enter the size of the piece in width and length, and give the piece a name in the "Save As" window and click **Save As** then **OK**. The new size will be

saved to the list as a Standard size for future use. More information about this feature can be found in this section under "Stock Properties".

Printing Bands

When you click on **OK**, the "Layout Editor – Untitled" window will open. This window will contain a layout that you will use to set up your template. Each of the AstroJet printers have different configurations of print heads. The printers are configured as follows:

Printer	Heads	Configuration
AstroJet 1000-4	4 heads in two banks	Heads 1 and 2 are attached to Printing Band 3, Head 4 is separate and opposite of the other heads. There is a 1 3/4" gap between Head 3 and Head 4.
AstroJet 1000-5	5 heads in two banks	Heads 1 and 2 are attached to Printing Band 3, Head 4 is attached to Head 5. The is a 1 5/16" gap between Head 3 and Head 4.
AstroJet 1000	5 heads in two banks	Heads 1 and 2 are attached to Printing Band 3, Head 4 is attached to Head 5. The is a 1 5/16" gap between Head 3 and Head 4 (Current version with diagnostic BIOS)
AstroJet 2000	5 heads in four banks	Heads 1 and 6 face each other and are separated by a 1-3/4" gap. Head 2 is attached to Head 3 and Head 4 is attached to Head 5. The face each other and are separated by a 1-3/4" gap.
AstroJet 2600	6 heads in four banks	Head 1 and heads 4 and 5 face each other on the same rail. Head 6 is no a separate rail and faces heads 2 and 3. The heads can be combined into one continuous strip 3-inches wide.
AstroJet 2800	8 heads in four banks	Head 1 and heads 5, 6, and 7 face each other on the same rail. Head 8 and heads 2, 3, and 4 face each other on the other rail. The heads can be combined into one continuous strip 4 inches wide.
*AstroJet 3, 3000-6 and 3600	6 heads in three banks	Head 1 is separate from the other heads and is placed opposite of Head 5 which is attached to Head 6. There is a 1-3/4" gap between Head 1 and Head 5. Heads 2 and 3 are attached to Head 4 on a separate shaft.
*AstroJet 3 +, 3000-8 and 3800	8 heads in four bans	Head 1 is separate from the other heads and is placed opposite of Head 5 which is attached to Head 6. There is a 1-3/4" gap between Head 1 and Head 5. Heads 2 and 3 are attached to Head 4 on a separate shaft. Head 7 is attached to Head 8 and is positioned opposite Heads 3,4,and 5. There is a 1-3/4" gap between these two sets of heads.
AstroJet Image Blaster	*6 heads 8 heads	Same configuration as AstroJet 3 Same configuration as AstroJet 3+
AstroJet Imaging System II	8 heads in four bands	Same configuration as AstroJet 3+

***NOTE:** The AstroJet 3, 3+, 3000-6, and 3000-8 all use the same layout AstroJet III. When using an AstroJet 3 or 3000-6 go to **Setup**, then click on **Print head**. The "Layout Editor – Print Head Properties window will open. Turn off heads 7 and 8 by deselecting them. This also applies to an AstroJet Image Blaster with 6 print heads.

Using the Supplied Template

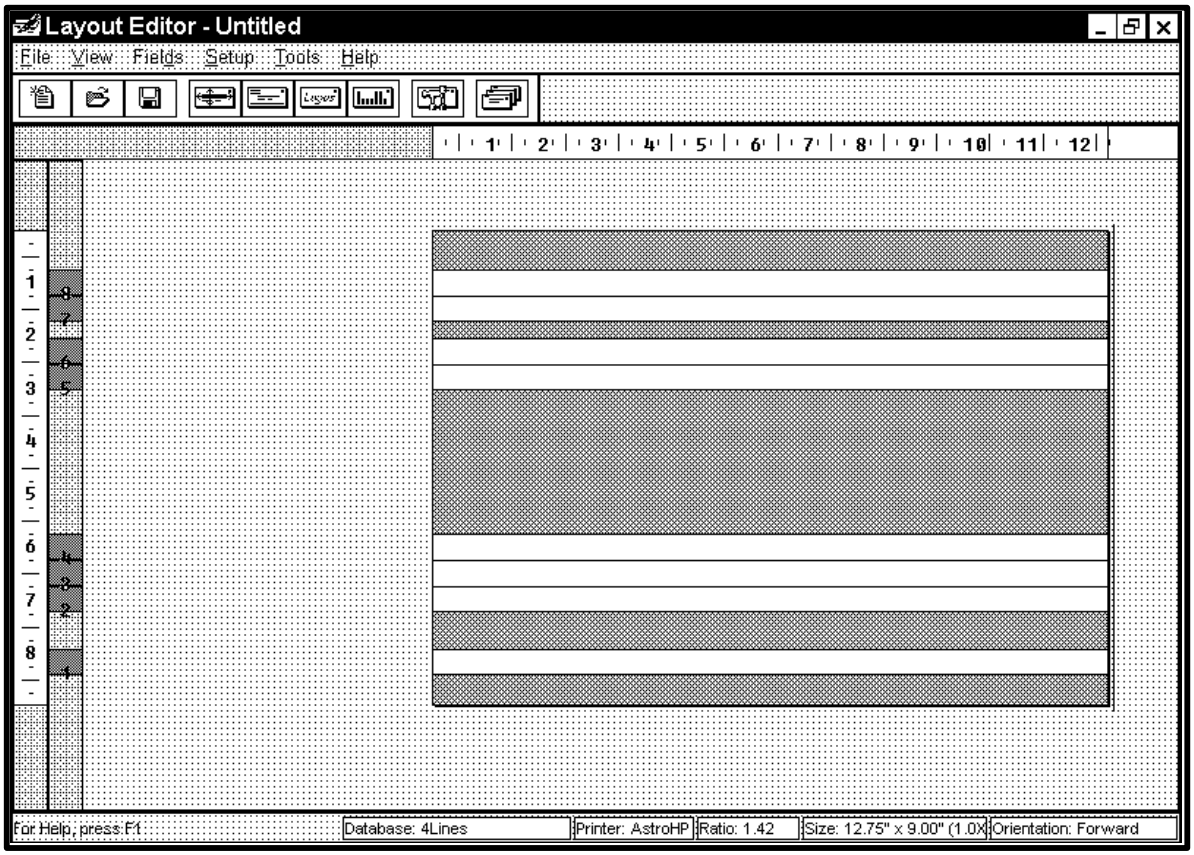
If you choose you may also start by selecting **Open** from the file menu, then Select "Template AJ III FWD.AJPJT", and click **OK**. Next select **Change Database** and when the "***Warning***" window appears click **OK**. The "Select Database" window will open. Select the database you wish to use and click **OK.** Immediately select **Save As…** from the File menu and give the template another name. This will preserve the original template for future use. This technique is particularly useful when Reverse Printing.

The Layout Screen

Before continuing, spend a little time exploring the "Layout Editor – Untitled" screen.

The white lines in the display represent the print cartridges and how they are arranged in the printer. The AstroJet Printer has eight print cartridges. The print cartridges are arranged on two separate rails in the following manner:

Printheads 2, 3, and 4 are connected together and printhead 7 and 8 are connected together and facing them. There is a minimum of 1 3/4-inch space between these two sets of heads. On the second set of rails are Print Head 1 and facing opposite it is Printheads 5 and 6 that are connected together. Once again there is a minimum distance of 1 3/4-inch between these two sets of heads. The total printing area of the AstroJet Printer is 4 inches. The maximum printable width for each set of heads is 2 inches with a 1 3/4-inch space between the two sets of heads. See the sample below. In order to accommo date a wide range of possible printing layouts the heads may be reversed in the software. A template is provided to help you with this under "Template AJ III REV.AJPJT". Refer to Appendix 3 for instructions on creating a reverse printing layout.



By clicking on the *RED* numbers to the left of the layout you can move the print band positions on the layout.

The drop down menu bar consists of the following items:

File **View** **Fields** **Setup** **Tools** **Help**

Each of these menus provides choices that perform the tasks required for setting up the job. The second line contains icons that represent the basic tasks required to set up the job. For the purpose of this tutorial, we will use both the icon buttons and the menu bar to set up a sample job.

To the left of the media image is numbers. These correspond to the printheads and are marked with the same numbers on the AstroJet Printer. When the numbers are in *RED* the print direction is Forward and when the numbers is in *BLUE* the print direction is Reverse. To the right of the media image is a line. This guideline can be moved to any point on the layout to assist you in lining up the fields or information. To get all of the

information to line up on a particular bank move the line close to the position desired for the text fields and right click on the mouse while the guideline is selected.

At the bottom of the window is the information line. It displays the database in use, the printer being used, the ratio of the length of the piece to its height, the size of the piece in inches, and the orientation of the print direction either forward or reverse.

It is a good idea to get into the habit of naming and saving your Layout at this point. Select **File**, then **Save Template As…** and then type the name "SAMPLE". Then click **Save**.

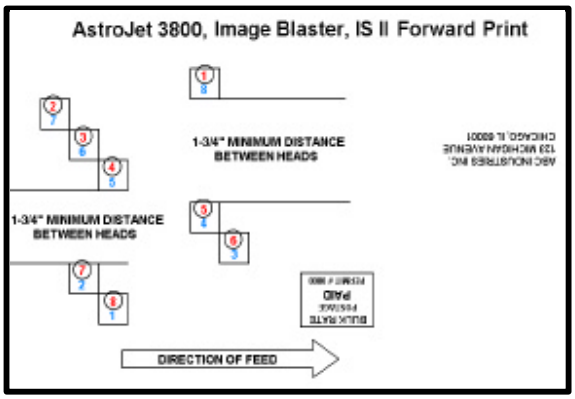
Forward and Reverse Printing

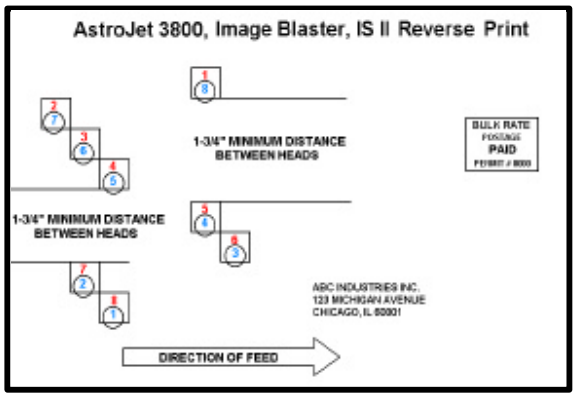
All AstroJet Printers are based on eight printheads regardless of the actual number of printheads mounted on the printer. The printheads are numbered in *RED* in the forward printing direction and in *BLUE* in the reverse printing direction. This corresponds in the "Layout Editor" under the **Setup**, **Stock Direction** as **Forward** or **Reverse**. These colors and numbers appear on both the printheads in the printer and the layout in the layout editor on your computer monitor.

AstroJet 3800, Image Blaster, and Imaging System II

In the case of the AstroJet 3800, Image Blaster, and Imaging System II with eight printheads you can see that when you reverse the Stock Direction, the head numbers change from *RED* to *BLUE* and the printhead that was number 1 in *RED* is now numbered 8 in *BLUE* on your layout. On the printer you will notice that the head has the number 1 in *RED* also has the number 8 in *BLUE*. The heads and the layout correspond to this so that you will know which head prints what information.

The illustrations below are from the operator side of the printer and show the head layout in forward and reverse.

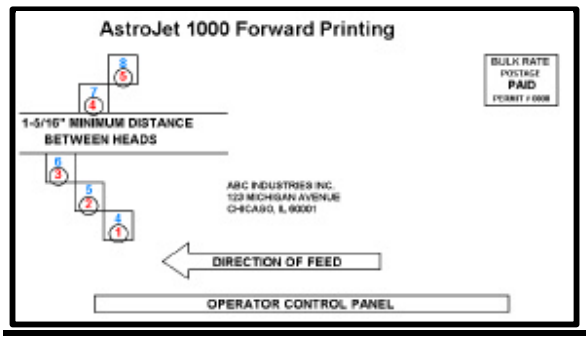

AstroJet 3800, Image Blaster, IS II Forward Print
1-3/4" MINIMUM DISTANCE BETWEEN HEADS
1-3/4" MINIMUM DISTANCE BETWEEN HEADS
DIRECTION OF FEED

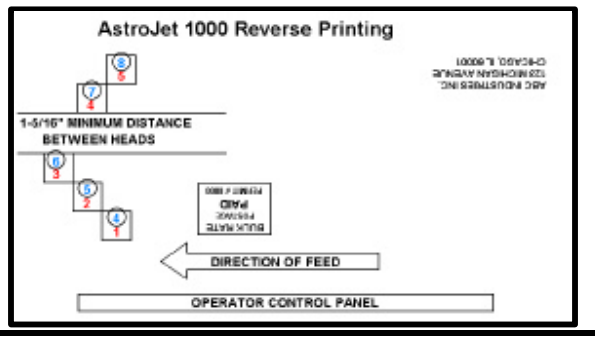


AstroJet 1000

If the printer you are using has less than eight heads the software still treats it as an eight head printer. It is for that reason that when using an AstroJet 1000 the *RED* printhead numbers go from 1 to 5, but the *BLUE* printhead numbers go from 8 to 4.

An illustration of the AstroJet 1000 with five printheads appears below.





Other Printer Models

The AstroJet 3600 and the six head Image Blaster is similar to the AstroJet 3800 except that there are only six printheads. These heads are numbered from 1 to 6 in *RED* and from 8 to 3 in *BLUE*.

The previous Model AstroJet 1000 with four heads had heads numbered from 1 to 4 in *RED* and 8 to 5 in *BLUE*. Heads 1, 2, and 3 are attached together and head 4 is separate. There is a 1-3/4" gap between heads 3 and 4.

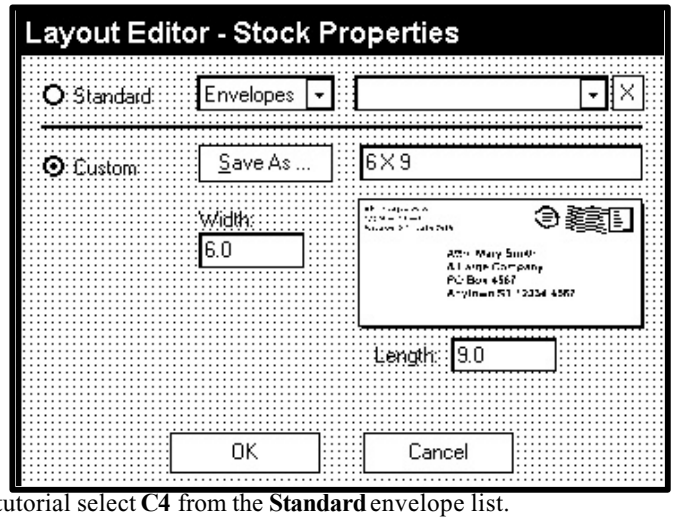
The AstroJet 2000 had five printheads arranged with two pairs on one rail and one head on a second rail. The heads were numbered 1 to 5 in *RED* and 8 to 4 in *BLUE*. It was similar to the current AstroJet 2600 with one less print head.

The AstroJet 2600 and 2800 heads can be combined in such a way as to print a continuous strip 3" or 4" wide depending on the printer.

Stock Properties

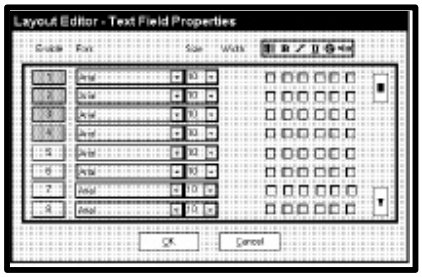
If you wish to change the type or size of the envelope before beginning, use the **Setup** menu and click on **Envelope Size** or click on the Envelope Size icon on the menu bar

When you click on this icon the Envelope Properties window will open. You may choose any of the standard envelope sizes listed under **Standard** or you may select **Custom** and create your own envelope size. To do this highlight the **Width** and type in the actual width of the media, and then highlight the **Length** and type in the length of the media. You may use any number or fraction, but remember that the size of media for the AstroJet Printer is from 3 X 5 inches up to 14 X17 inches. To save the custom size so that it is available for future layouts type a unique name in the save as box and click **Save As…** Next click **OK** and the Layout screen will adjust the view of the media to the size selected automatically. For the purpose of this tutorial select **C4** from the **Standard** envelope list.



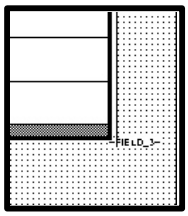
Text Field Properties

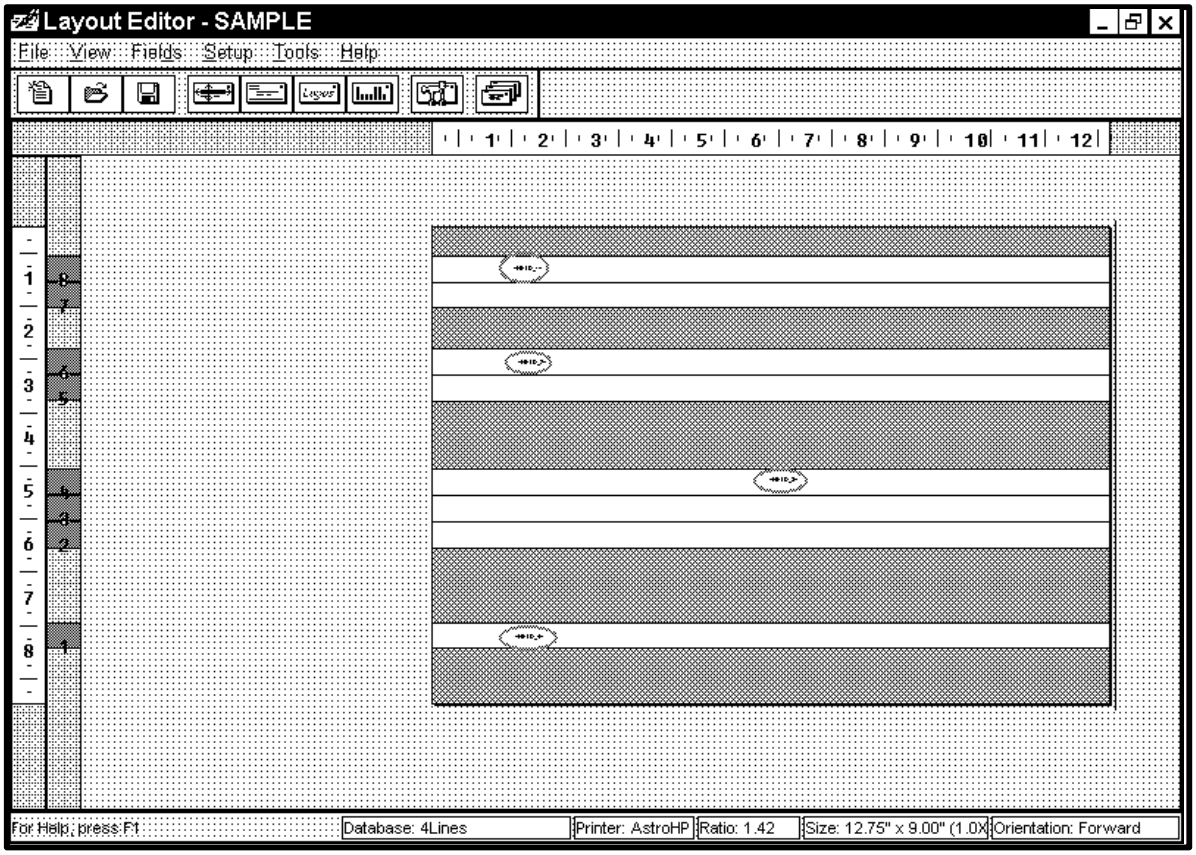
The next step is to begin building the job on the layout. When you click on the "Text Field Properties" icon the "Layout Editor – Text Field Properties" window will open. This window permits you to enable up to 24 text fields of information and/or data. One button for each of the text fields that will be different from the others in the layout should be selected. If you want to make additions or deletions to the layout you can click on this icon anytime during the setup or before you run the job to add new text fields. For the purposes of this tutorial, we are going to enable the first 4 text fields. Text Field 1 will be for the database address. Text Field 2 will be for the company name in the return address. Text Fields 3 and 4 will be for additional messages.



After enabling the text fields, click **OK** to continue.

The software returns to the Layout Editor screen and the data selected will be displayed at the bottom right hand corner of the layout called the blotter area. Use the mouse to move each text field into the general area of the layout where they will be finally positioned as in the example below. The fields have been circled for easier viewing.

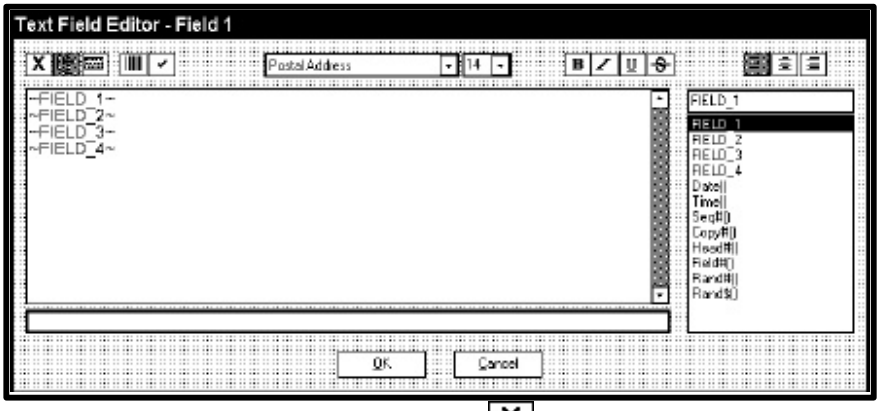




Text Field Editor

Place the cursor on the field that will contain the variable address from your database and double click on the left mouse button.

The following window will appear on the screen. This window allows you to layout the variable address fields in their proper order.



The box at the right of the window contains the names of the fields. Click on each field name to add it to the layout. You may combine fields on a single text field, or click **Enter** after each entry to create an address block. You may also add punctuation marks spaces and fixed text at any time.

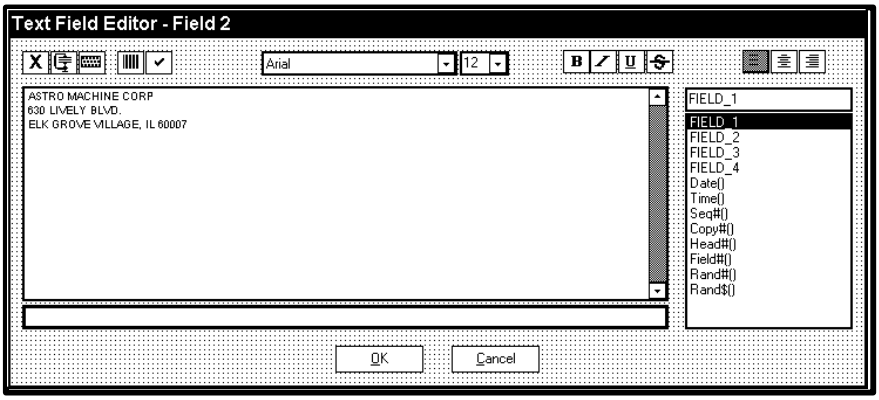
Next click on the icon to prevent blank lines in the database from appearing in the print. The icon will disable all the

information in this window on the layout. The icon is used when creating a layout that does not use a database. The icon is used to select and display multiple field barcodes or barcodes in other formats than the standard USPS barcode. More information on using these two icons appears under the barcode section.

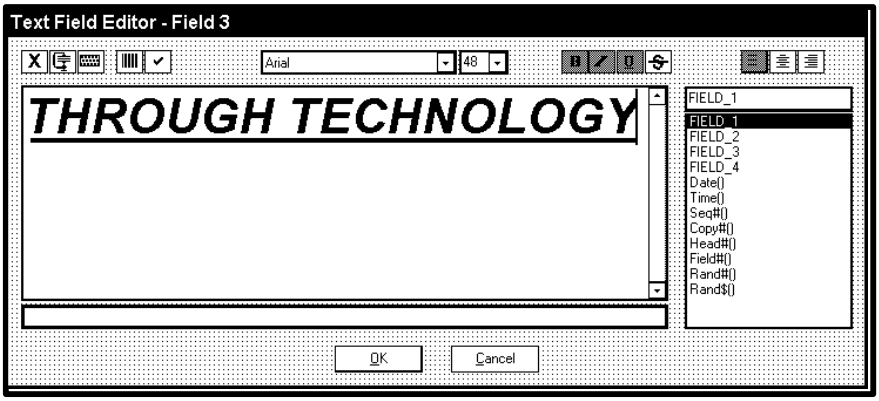
In addition to the above this window is used to change the font type, font size, and type style such as **Bold**, *Italic*, Underlined, or ~~Strikethrough~~. You may also change the format from Left alignment to Centered or Right alignment. When finished click **OK**.

NOTE: Any entry may be edited at any time by double clicking or right clicking and selecting edit.

To add a fixed return address to the layout double click on the text filed your placed in the return address area on your layout. The following window will appear. Type the information as shown in that window. Each data or text field that uses a different type or style of type is entered by means of an Address Text Field Editor window. When you have completed the entries shown below click **OK**.



The AstroJet™ Printer Software has the flexibility to allow you to add additional information to your layout in any position. For the purpose of this tutorial, we will add the following text at the bottom of the layout. Double click on the "~ Field 3~" on your layout and type the information below. Change the type style and size to match the illustration below. You can change fonts, sizes and styles in the Text Field Editor view at any time by double clicking on the message. When you have added or edited your message click OK.



You may add as many as 24 messages to the layout in any position on the media by simply enabling a text field in the "Layout Editor – Text Field Properties" window. Then drag the text field from the blotter area to the position you would like to have it appear on the media. Double click on the new field and modify it in the Text Field Editor window

as we have done for Text Field 4

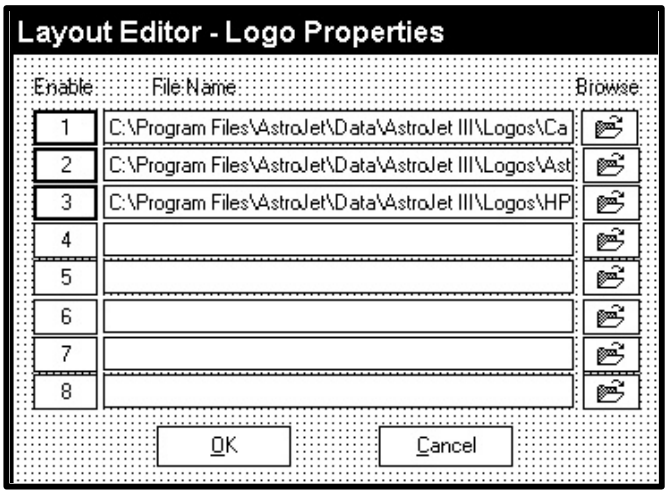
Adding a Logo or Graphic

The Logo icon is used to add logos and graphics in **.BMP** format to your design. When you click on the icon or access it from the **Fields** drop box, under **Logos**, the window on the right appears. You may add up to eight logos to the layout. Each logo is selected by first activating one of the **Logo Enable** buttons and then browse for the desired file in the Logo folder using the **Browse** button.

The AstroJet Printer is a 600-dpi printer. When creating graphics 1-inch is equal to 600 pixels. A logo or graphics that is 300 pixels tall will print the width of a single printhead or 1/2" high. If you wish to print a logo or graphic that would span two or more connected printheads it has to be taller than 300 pixels.

NOTE: Store all your logos in the LOGO folder in BMP format.

Once you have found the logo you wish to use, click **OK**. The screen will return to the Layout Editor and the logo will appear in the lower right hand corner of the layout in the blotter area. Use your mouse to place the logo or graphic on the layout.



Using The Royal Mail Barcode With AstroJet Software

NOTE: Before using the Royal Mail Barcode you must be accredited by the Royal Mail who will verify your Barcodes, please contact your Royal Mail account handler.

Using the Barcode feature in the AstroJet Layout Editor Software

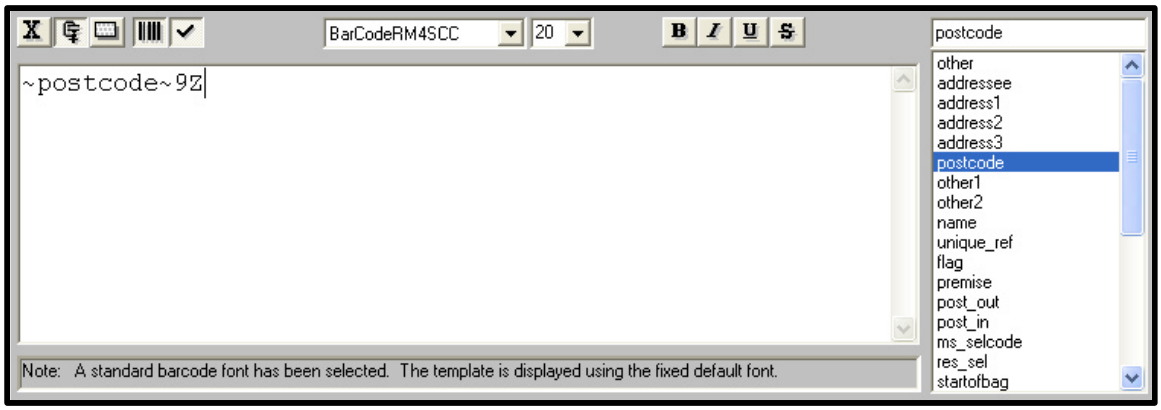
Place the cursor in one of the printable areas, right click on the mouse and select "Insert" then "Barcode", from the drop down list select "BarCodeRM4SCC". The Royal Mail Barcode requires the data in the following format:

Postcode	DPS	Check Digit
EN11 0DQ	9Z	6

The open and closed brackets ( ) that are required by the Royal Mail are produced automatically by the AstroJet Royal Mail barcode function, they are not required in your data. If the field used for the barcode in your data does contain spaces or ( ) the Astrojet barcode function will ignore them.

If your data does **not** include the Check Digit, insert only the Postcode field and the DPS, if your data does not include the DPS you can use the default, for example 9Z. The AstroJet Royal Mail barcode function will automatically calculate the Check Digit.

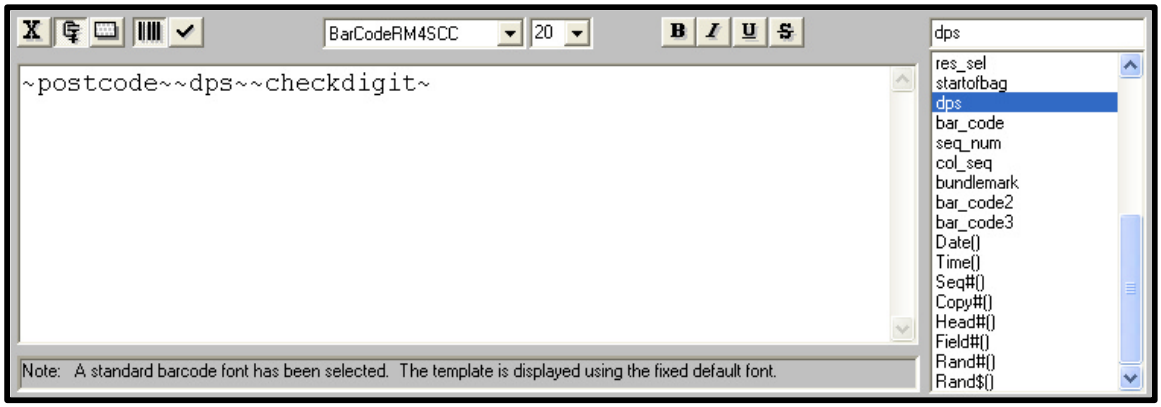
To calculate the Check Digit you must enable the option to calculate it by making sure the Auto Check Digit option has been activated



If your data **does** contain the DPS and Check Digit then you must disable the Auto Check Digit option.*

Insert the fields required from your data file, i.e. Postcode, DPS and Check Digit.

NOTE: This option will only work if you have the following version of software (or newer) V3.4 June 2004 Layout Editor # 04555, Control Panel # 03606. If you have a previ ous version of software you must use the True Type option as shown on the following page or contact the office to upgrade.



Using the Royal Mail Customer Code True Type Font

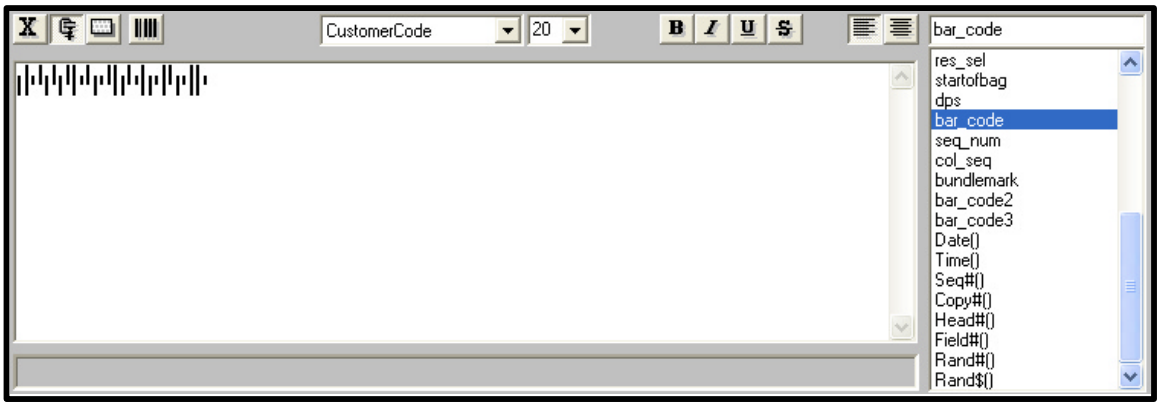
Place the cursor in one of the printable areas, right click on the mouse and select **"Insert"** then **"Text"**, from the font drop down list select **"Customer Code"**, this font must be installed on your PC.

The Royal Mail True Type Font Barcode requires the data in the following format:

(PostcodeDPSCheckDigit)

(EN110DQ9Z6)

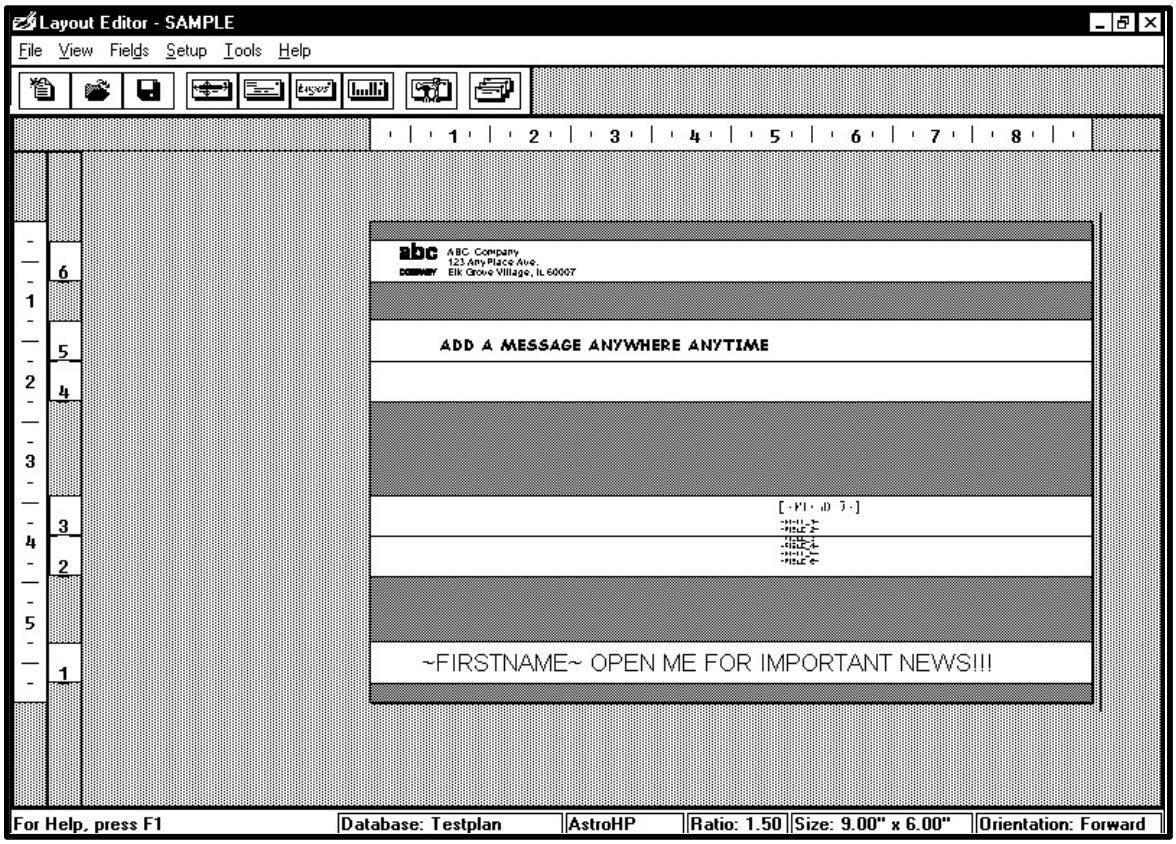
The field in your data file should look like (EN110DQ9Z6) = (PostcodeDPSCheckDigit). The open and closed brackets ( ) are the start and stop identifiers which are required when using the True Type Font. The DPS and Check Digit must be in your data when using the True Type font as the Astro software is unable to calculate it. It is **important that there are no spaces** in this field.



NOTE: The recommended font size is approximately 20-30pt and Standard quality.

The Completed Layout

When you have completed the layout it should look like the one below:



Viewing the Data in the Layout

The actual database records can be viewed by clicking on the Template/Database View icon. A set of arrow buttons will appear below the icons that will permit you to step through the records.

Saving the Template

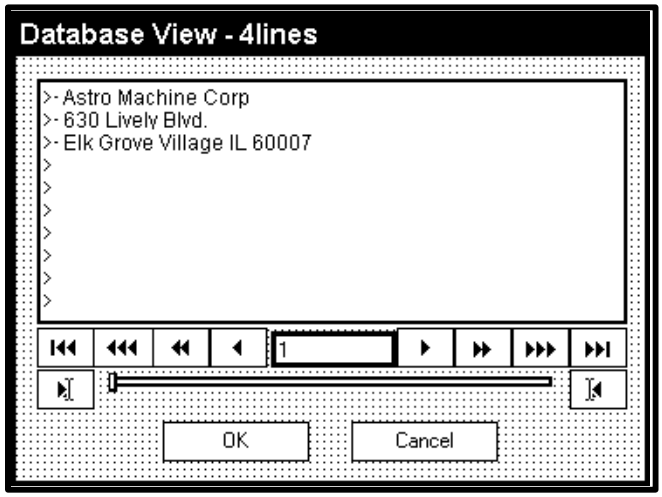
Now that you have designed the template using the layout editor, it is time to save it.

Click on **File** and select either **Save** or **Save As…** and the "Save As" window will appear. Give the template file a unique name then click **Save**. The Template will be saved in the AstroJetTM Printer Data 🗁Projects folder with the proper extension ". **AJPJT**".

Saving the Job

Before exiting the "Layout Editor" you must create a job so that the database and the layout can be printed. To do this select, **File** and then select **New Job**. The "Layout Wizard – Select Template" window will appear. Click **OK** to select "Database View – (database name)". At this point, it is possible to select a specific range of records to be output. To set the range select the starting record that you wish to use by using the database advance buttons. Click on the left (▸ I) to choose the starting record. Use the same buttons to step to the last record you wish to print and click on the right button (I ◂) to set the end of the job.

NOTE: Changes to the print range can be done at any time by opening the job in the layout editor, selecting New Job, selecting the new print range and then saving the job.



To print all of the database records for this example, skip this step and click on Next >> and save the job.

Click on **Next>>** and the "Save As" window will appear. As the default the same file name as your layout file is displayed. Click save to save it or enter a unique name for the job and click save. The AJJOB extension will be added automatically to the job file.

The template and the job that have been created are now ready to be printed. Close the Layout Editor window by clicking **File** and then **Exit**.

Notes

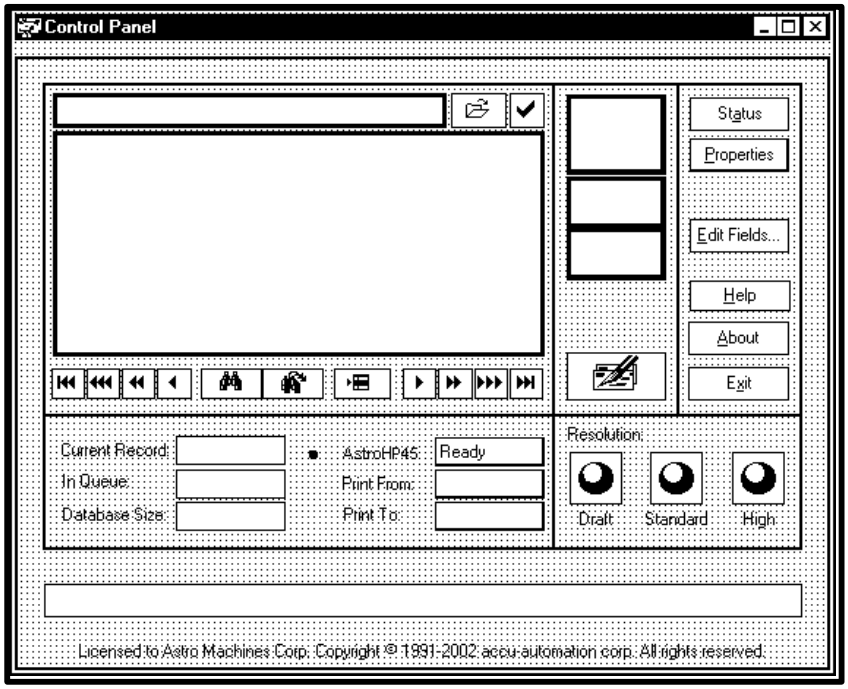
Section 4 – Printing a Job

The Control Panel

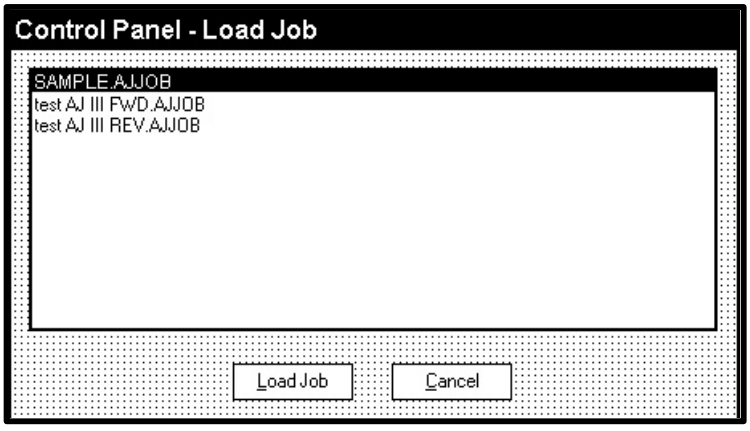
There are two ways that the Control Panel can be selected for running a job. One is from the **AstroJet Printer Control Panel** button in the "Layout Editor" . The other is from the "AstroJet Printer Control Panel" icon on the desktop of the computer.

CAUTION: Always make sure that the AstroJet Printer is connected to the computer and that it is turned on. If it is not the software can not establish communication with the printer.

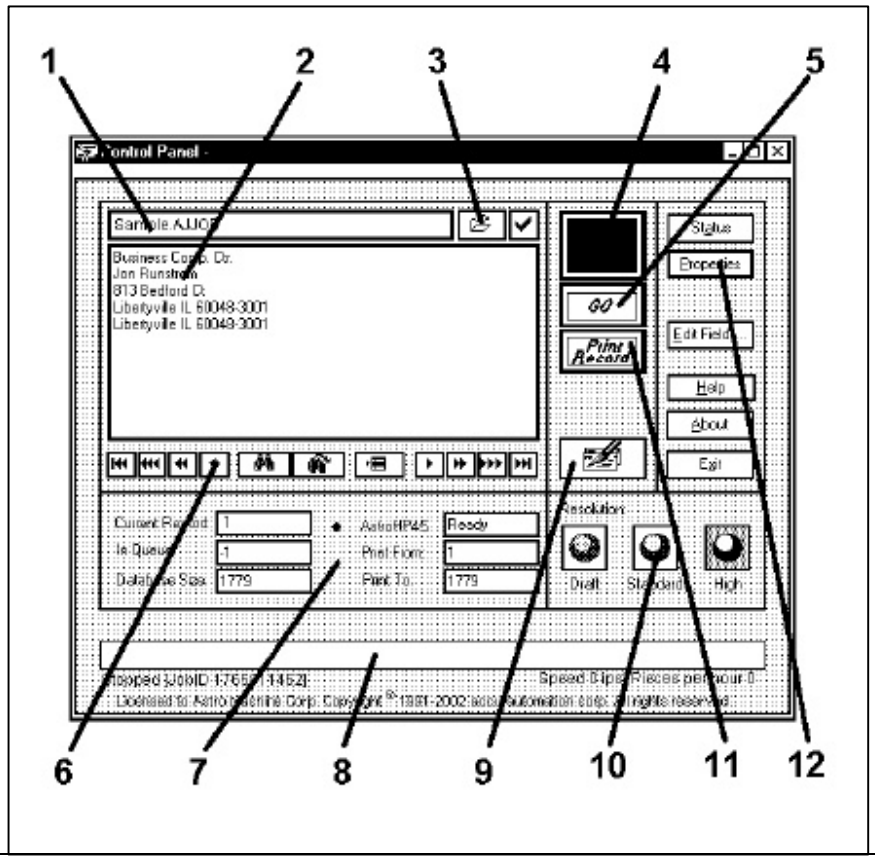
When the AstroJet Printer is started properly "AstroHP45" and "Ready" appear in the upper right hand box just below the data information window of the Control Panel Window.



By clicking on the Load Job icon, the Load Job window will open. Choose the job you just created and then click **Load Job**.



The database information will now display in the Control Panel.



1	Name of the Job file.
2	Current Database Record. For more information on Databases see page 29.
3	Use this button to select the Job you wish to run.
4	Pressing this button while a job is running will stop the printer.
5	Pressing this button after a job is loaded will start the printing process.
6	These buttons permit you to search through the database for a record. See page 11 for more information.
7	This area tells you about the job and the record being printed. AstroHP45 must display Ready in order to print.
8	The bar shows the progress rendering and downloading the job.
9	You can access the Layout Template at any time to make changes with this button
10	These buttons select the resolution of the print and the speed of the printer.
11	The Print Record button permits you to print one or more copies of the address displayed on the screen for recovering lost addresses or checking setup of the machine before running a job.
12	The Properties button provides additional control of the printing process. See the end of this section for more information.

Starting Up the AstroJet™ Printer

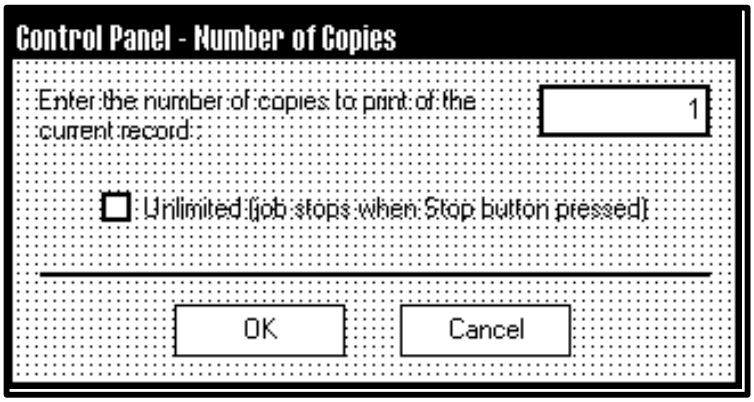
Check that the Printer is plugged in and attached to the computer's parallel port. Turn the printer **ON** before opening the Control Panel.

Printing a Test Print

Open the "Control Panel" either from the desktop or from the icon in the layout editor. Click on the Load Job icon and select the job you wish to run. Then click **Load Job**.

Once the job is loaded the first record to be run will appear. Click on the **Print Record** button and the window on the right will appear. You have the choice of either selecting the number of prints that you wish to print (the default is 1) or selecting **Unlimited**, which will allow the printer to run the same record until you press the **Select** key to stop the feed.

When you have completed running the setup copies, simply click on **GO** to start printing the job.


Control Panel - Number of Copies
Enter the number of copies to print of the current record:
1
Unlimited [job stops when Stop button pressed]
OK
Cancel

NOTE: This feature may be used at anytime while printing the job to check setup or to rerun lost records.

Printing the Job

Open the "Control Panel" either from the desktop or from the icon in the layout editor. Click on the Load Job icon and select the job you wish to run. Then click **Load Job**.

Click on the **GO** button to begin printing the job. The Control Panel Software will begin by rendering the fonts and logos then download them to the printer. Depending on the complexity of the page this process may take up to a few minutes. Once a font or logo is rendered, the Control Panel Software can call it up from this folder for reuse the next time a job that uses that particular font style or logo is run.

Monitoring the Job

The AstroJet™ Printer can be stopped by pressing the **SELECT** key or by clicking on **STOP** in the Control Panel software without affecting the job. The printer will resume printing at exactly the same point in the database when it is restarted.

Printer Settings (Old Style with SELECT Key)

The following operator settings are built into the AstroJet Printer. These settings can be changed at any time during the running of a job from the printer's control panel. Once the AstroJet Printer power is turned off the settings will revert to their defaults.

With the AstroJet Printer turned on and the **STAND BY** indicator lamp lit, the settings can be changed in the following manner:

Setting Left Margin

To increase the gap at the lead edge of the piece:

1. With the AstroJet Printer power switch **ON**, press the **STAND BY** key to put the printer On-line, then press the **ON LINE** key to enter the Settings Menu.
2. Use the **PREVIOUS** or **NEXT** key to bring "LEFT MARGIN" to the top line.
3. Press the **SELECT** key. The asterisk will disappear.
4. Use the **PREVIOUS** or **NEXT** key to select the desired left margin in 0.1-inch increments.
5. Press the **SELECT** key to lock in the selection. The asterisk will reappear.

6. Press the **STAND BY** key to exit the Settings Menu and return the Printer to the print mode.

Purge the Printheads

It is necessary to Purge the printheads, especially when the AstroJet Printer has been idle for a period of time:

1. With the AstroJet Printer power switch **ON**, press the **STAND BY** key to put the printer On-line, then press the **ON LINE** key to enter the Settings Menu.
2. Load media into the feeder on the AstroJet Printer.
3. Use the **PREVIOUS** or **NEXT** key to bring "PURGE" to the top line of the display.
4. Press the **SELECT** key. The asterisk will disappear and the AstroJet Printer will start to feed media and purge the print heads.
5. Press the **SELECT** key again to stop the purge, then press the **STAND BY** key to return the AstroJet Printer to the print ready condition.
6. Check that there is a consistent pattern printed on the media. If not, repeat Step 4 and 5 until the pattern is consistent.

Checking the Piece Counter

To check the number of pieces run proceed as follows:

1. With the AstroJet Printer power switch **ON**, press the **STAND BY** key to put the printer On-line, then press the **ON LINE** key to enter the Settings Menu.
2. Use the **PREVIOUS** or **NEXT** key to bring "COUNTERS" to the top line.
3. Press the **SELECT** key, the asterisk will disappear and "MACH CYCLES" with a number will appear.
4. To reset this to "0", press **RESET**.
5. Press the **SELECT** key again to exit, then press the **STAND BY** key to return the AstroJet Printer to the print ready condition.

Stop on Break

The Bag and Bundle break feature is always on in the printer, but it may be turned off from the printer control panel during a job run as follows:

1. With the AstroJet Printer power switch ON, press the **STAND BY** key to put the printer On-line, then press the **ON LINE** key to enter the Settings Menu.
2. Use the **PREVIOUS** or **NEXT** key to bring the "STOP ON BREAK" to the top line of the display.
3. Press the **SELECT** key and then press the **PREVIOUS** key to get "NO" to appear in the display.
4. Press the **SELECT** key again so that the asterisk appears and locks in the selection.
5. Press the **SELECT** key again to exit, then press the **STAND BY** key to return the AstroJet Printer to the print ready condition.
6. The package and/or bundle break function will then be turned off. To reactivate the function, follow the steps above or turn the AstroJet Printer **OFF** and then **ON**. This will reset the default.

Setting Print Speed

The speed of the AstroJet Printer may be changed to run at a slower speed than the maximum one for the print resolution. The Standard quality mode speed may be set to low speed to allow more drying time and the Draft quality mode speed may be set to low or medium speed. In High quality, the speed can not be changed, however. To change the speeds do the following:

1. With the AstroJet Printer power switch **ON**, send the job to the printer at the chosen resolution (Draft, Standard or High) and with the printer running; press the **ON LINE** key to take the printer Offline and enter the Settings Menu.

2. Use the **PREVIOUS** or **NEXT** button to bring "PRINT SPEED" to the top line in the display.
3. Press the **SELECT** key, the asterisk will disappear.
4. Use the **PREVIOUS** or **NEXT** key to select the desired speed "LOW", "MEDIUM", or "HIGH".

NOTE: If Standard resolution is selected there will be two speed choices available "MEDIUM" and "LOW". If Draft resolution is selected three speed choices will be available: "LOW", "MEDIUM", and "HIGH". In the "HIGH" resolution mode only the "LOW" speed is available.

5. Press the **SELECT** key to lock in the selection. The asterisk will reappear.
6. Press the **ONLINE** key again to return the AstroJet Printer to the print ready condition.
7. Press the **SELECT** key to start feeding the media.

Print Enhancement

The print enhancement feature keeps all of the printhead nozzles open during printing, even the ones that are not actually printing. This prevents the printhead nozzles from drying out and causing possible loss of characters such as accent marks and the descender on letters such as "y" or "q". This feature is always on, but can be turned off by the operator as follows:

1. With the AstroJet Printer power switch **ON**, press the **STAND BY** key to put the printer On-line, then press the **ON LINE** key to enter the Settings Menu.
2. Use the **PREVIOUS** or **NEXT** key to bring the "Print enhancement" to the top line of the display.
3. Press the **SELECT** key and then press the **PREVIOUS** key to get NO to appear in the display.
4. Press the **SELECT** key again so that the asterisk appears and locks in the selection.
5. Press the **SELECT** key again to exit, then press the **STAND BY** key to return the AstroJet Printer to the print ready condition.

Printer Control Panel (New Style with ENTER Key)

When you first turn the printer **ON**, the light in the **TEST PRINT** key lights and the display becomes active. At this point, the printer is ready to print if it is connected to your computer.

The printer control panel keys can be used to access various functions that help the operator control the printer. These functions and their operation are as follows:

ENTER key

The **ENTER** key is used to start the printer printing under production situations. When the printer is placed in any of the menu modes, the **ENTER** key is used to choose the options available.

TEST PRINT key

Pressing the **TEST PRINT** key momentarily places the printer in the test print mode. The word "Working "appears in the lower half of the display and after a short period of time the display changes to "Enter to feed". Pressing the **ENTER** key will start the printing process and print the test print. To stop the feeding press, **ENTER** again.

To restore the printer to the normal ready mode press the **ON LINE** key to take the printer off line and then press and hold the **RESET** key until the light on the **TEST PRINT** key blinks. The printer is then restored to its normal ready state.

Pressing and holding the **TEST PRINT** key will cause the printer to enter the "Service Menu" where the various functions of the printer can be tested. To exit the "Service Menu" turn the printer **OFF**, the **ON** again. The service menu is primarily used by service to diagnose problems should they occur. You can use the "+" or "-" key to scroll through the menu. Pressing the **ENTER** key will test the function. To restore the printer to its normal print mode, turn it **OFF** then **ON**.

To check the level of the ink cartridges when you enter the Service Menu press the "-" key and the amount of ink remaining will appear as a percentage in the lower half of the display window.

MENU key

The **MENU** key is used to access the special features built into the printer. The basic features are accessed by momentarily pressing the **MENU** key. Use the "+" or "-" keys to access the features. The features available under this mode of operation are as follows:

Clear Batch Counter – Pressing the **ENTER** key will clear the number in the upper right hand corner of the display. Resetting the counter is usually performed at the start of each job. Turning OFF the printer will not reset this counter.

Print Speed – Press the ENTER key, then select the desired speed and press the ENTER key again.

NOTE: The speed of the AstroJet 1000 may be changed to run at a slower speed than the maximum one for the print resolution. The Standard quality mode speed may be set to low speed to allow more drying time and the Draft quality mode speed may be set to low or medium speed. In High quality, the speed cannot be changed, however.

Purge – The purging function is useful to clear the printhead nozzles when the machine has been sitting idle for a period. To activate the purge, press the **ENTER** key and feed media. To stop the purge press, **ENTER** again.

Print Enhancement – Pressing the "+" or "-" key will bring this message up in the display. The print enhancement feature is used when printing to ensure that the nozzles on the printhead stay open and prevent the loss of the descender on letters such as "y" or "q" and accent marks that do not appear in every address. Pressing the **ENTER** key will turn this function ON or OFF. The function will remain as changed until the operator changes it again. Turning the printer ON and OFF will not affect the setting.

Installing New Printheads – The printer is capable of telling you when a printhead is running low of ink. To use this feature press the **MENU** key momentarily, then use the "+" or "-" key to highlight "Enter when head (*n*) is filled". Press the **ENTER** key and install a new cartridge. Repeat for each cartridge you install. When the ENTER key is pressed the display will change to "Head (*n*) has a new cartridge". To check the level of ink in the cartridges, Press and hold the TEST PRINT key until the "Service Menu" appears. Use the "+" or "-" key to scroll to the "Service Menu: Ink Levels. This will show how much ink remains in the cartridge.

NOTE: This feature only works if the cartridges remain in the original head where they were installed. If you swap the cartridges from one head to another, the levels will not be accurate.

SETUP MENU

Pressing and holding the MENU key for a few seconds until the "Setup Menu" appears will allow you to enter a second set of menus available in the display. You can step through these items with the "+" or "-" key.

Total Count – The total count displayed is the total number of prints that have passed through the printer. It is non-resettable.

BIOS Version – The version of the BIOS is displayed in this menu when the "+" key is pressed once. From time to time, it may be necessary to upgrade the BIOS in the printer. When this is done, the new BIOS version can be checked in this manner.

Bulk Ink – This feature is available on the AstroJet 3600, 3800, IB-8000, IB-9000 and Image System II. It is not available for the AstroJet 1000, 2600, or 2800.

Printer Control Panel Messages

PRINTER OFFLINE – Printer is waiting for data and the main driver motor is off.

PRINTER ONLINE – The mail driver motor is on and waiting for the ENTER key to be activated to start the feed.

PRINTING – Both the main driver and feeder are on. The Printer is feeding paper and printing. If no paper is in the feeder the Printer will shutdown in 1/2-second and display OUT OF PAPER.

SETUP MENU – When you press and hold the MENU key for a few seconds the Printer enters the Setup Menu.

SERVICE MENU – The Printer has been placed in the Service Test Mode by pressing the TEST PRINT key and holding it until the Printer enters this menu. To exit the SERVICE MENU turn the Printer OFF and then ON.

TEST PRINTING – If a test print has been loaded into the printer memory it will now print when the TEST PRINT key is pressed. A message "No test print loaded" means none is available.

ENTER TO FEED – Press the ENTER key to start the feeder.

ENTER TO STOP FEED – Press the ENTER key to stop the feeder.

OUT OF PAPER – The paper sensor did not detect paper within 1/2-second of the starting of the feeder.

OPERATOR STOP – The operator caused the Printer to stop printing such as when the ENTER key is activated during the printing process.

REMOTE STOP – The STOP on the Software Control Panel was activated to stop the printing process.

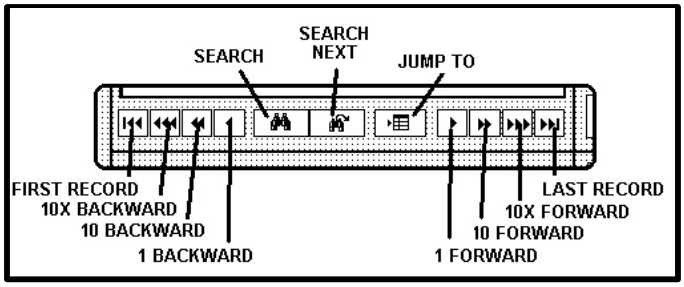
PAPER JAM – A paper jam was detected by the printer.

Databases

The AstroJet Printer System is capable of handling many types of databases including .TXT, .CSV, Microsoft Access. MDB, and dBase III, IV, V, FoxPro (*.DBF). TXT and CSV files are handled as they are. The rest of the database files are converted automatically by the AstroJet Software to CSV files. In addition whenever you update a file the AstroJet Software will reconvert and re-index it if you place the updated files in the AstroJet Database folder in the software.

Searching for a Record

The arrows below the database information can be used to step through the data or find a specific record. In addition, a Search, Search next, and Jump buttons are available to help you find a specific record in the database. Simply click on the search or jump button and fill in the requested information. The following is a list and description of each search variable.



Variable	Default	Description
Search For	Must be filled in.	This field specifies the criteria the search must find. It can be a complete or partial, word or phrase. If it **is Case Sensitive** , check the box in the **Options** and make sure that the **Search For** is precise. If the criteria are in a specific field in the database it can be specified in the **Look In** box.
Case Sensitive	0	Specifies whether upper and lower case characters should be treated as identical in searches. Non-zero value specifies searches are sensitive to the case of letters. 0 calls for case insensitive searches.
Search direction All	0	Specifies a search the entire database. Non-zero value forces searches of the entire database in the forward direction, proceeding from the first record to the last. A "0" value in the Limit causes a directional search from the current position base on Search **Forward**, and Search **Limit**.
Search Direction Forward	0	Specifies the direction of the search, either forward or backward. A number in Limit specifies forward searches, "0" specifies backward. Not used when Search **All** is set to a non-zero value.
Look In	(All Fields)	Specifies the field the search will look in to. The value string must be a valid field name for the database in use, or (All Fields). If the **Look In** value doesn't match a valid field name (All Fields) is used instead.
Limit search to:	0	Specifies the maximum number of records to search. "0" is implied to mean the number of records from the current position to the end of the database in the specified direction. Not used **Search All** is set to a non-zero value.
Template	" "	The last search template specified. This is the default pattern to be searched for.

The icon is used to search for the next record. The arrow in the icon shows the direction that the search is moving through the database. When the next record is found that meets the criteria in the search the "Control Panel – Search" window will reappear.

The Search can also be used in the Layout View. The same criteria apply.

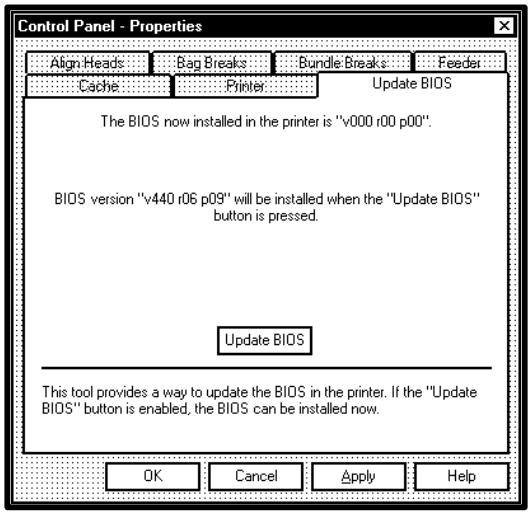
Advanced Features

In the Control Panel view, clicking on the **Properties…** button permits you to enter the "Control Panel – Properties" window. With this window you can control functions such a updating the printer BIOS, align the printheads, set a time delay in the feeding to increase stock drying time, and enable the bag and bundle break feature. The following discusses these features.

Update Bios

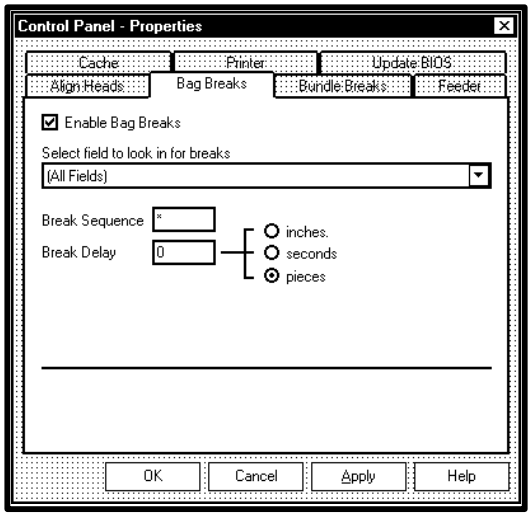
From time to time as improvements or changes in operating systems occur it may be necessary to update the Printer's BIOS. This is done by activating the "Control Panel – Properties" window. Click on the **Properties…** button. Choose Update BIOS and click on **Update BIOS** button. The program will automatically update the bios. While this process is going on ***DO NOT TURN OFF THE COMPUTER OR THE PRINTER***.

NOTE: The Update BIOS function will only work if the printer is turned on and connected to the computer prior to attempting the update.


Control Panel - Properties
Align Heads
Bag Breaks
Bundle Breaks
Feeder
Cache
Printer
Update BIOS
The BIOS now installed in the printer is "v000 r00 p00".
BIOS version "v440 r06 p09" will be installed when the "Update BIOS" button is pressed.
Update BIOS
This tool provides a way to update the BIOS in the printer. If the "Update BIOS" button is enabled, the BIOS can be installed now.
OK
Cancel
Apply
Help

Bundle and Bag Breaks

A Bundle/Bag Break feature is available in the AstroJet Control Panel Software. This feature will permit you to stop or delay the AstroJet printer in order to prepare the pieces according to Royal Mail regulations. Various mail management software programs are available for presorting, and have the ability to prepare your database to conform to Postal regulations. We will not go into this part of the presorting, but we do suggest that you become familiar with the software you are using to presort your database. The Royal Mail provides a wealth of information on the bulk mail regulations on their website www.royalmail.com.



The function of the Bag and Bundle break is somewhat different for each model of AstroJet Printer. See the table below:

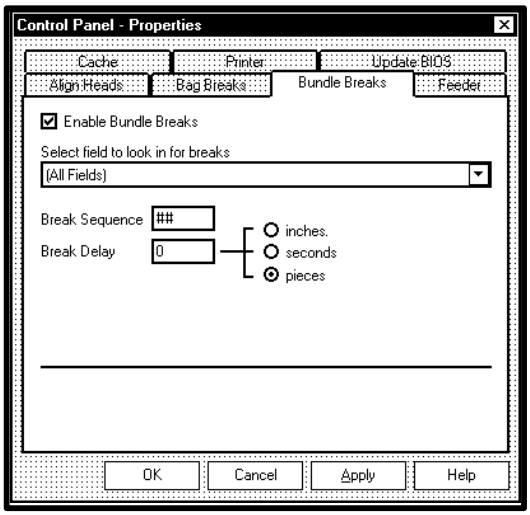
AstroJet 1000 and 2000 Series	The Bag and Bundle break function stops the printer immediately at the break point.
AstroJet II+, III, III+	These units do not support bag or bundle break as they do not control the feeder.
AstroJet 3000-6, 3000-8, Image Blaster, PSII	There will be between 1 and 5 pieces in transit depending on the speed of the system or the size of the piece. This must be taken into account when collecting the bundles.

The Bundle and Bag Break control windows can be found under the **Properties…** button on the Control Panel. When you click on this button the "Control Panel – Properties" window will appear. At the top of the window there are two tabs, **Bag Breaks** and **Bundle Breaks**. Their functions are similar. They permit you to separate bags of mail and bundles in the same job. You can use either or both of these to separate the pieces.

To use this feature you must first put a non-alpha or numeric character in an existing field of your database or create a separate field for the bag and bundle break character. If you do create a separate field you may use any character except the tilde (~).

All presorting software is capable of preparing your database in this way. For example we used (*) for bag break and (##) for bundle break.

Once you have loaded your job in the control panel, select **Properties…** then select **Bag Break**, the above window will appear. Click on the **Enable Bag Breaks** to select it.



Select the field where the break character was placed in the database. If you used a character other than the (*) place that in the **Break Sequence** block, then select pieces for the break in the **Break Delay** block. Then click **OK**. The printer will stop at the break when the job is run. As an alternative you can select either seconds or inches. If you do then you must place a number in the **Break Delay** box.

If you require a Bundle Break repeat the above sequence, but use a different character or field to designate this function.

NOTE: You can use any alpha or numeric characters but not the tilde (~) for this if you place the character into a separate field in the database.

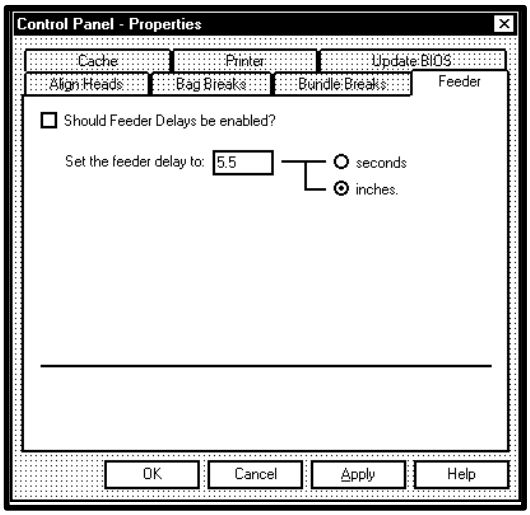
Start the printing process by clicking the **GO** button. When the AstroJet Control Panel software reaches a break character the printer will stop feeding. To restart the printing process, press; **SELECT** on the control panel. When in the seconds or inch mode the feeder will automatically resume feeding after the pre-selected interval.

There is an optional feature on the Control Panel of the Printer that permits you to disable the break function. See the section on "Printer Settings" for more information.

Feeder Settings

In order to permit enough time or space between pieces to assist in drying the ink or to help the operator to handle the piece more efficiently. The **Feeder Settings…** button is provided. When you click on it the following screen appears. Click on **"Should Feeder Delays be enabled?"** to activate the feature. Then select either **seconds** or **inches** and place a number in the box provided. The default is 5.5 inches. Click **OK** to complete the process.

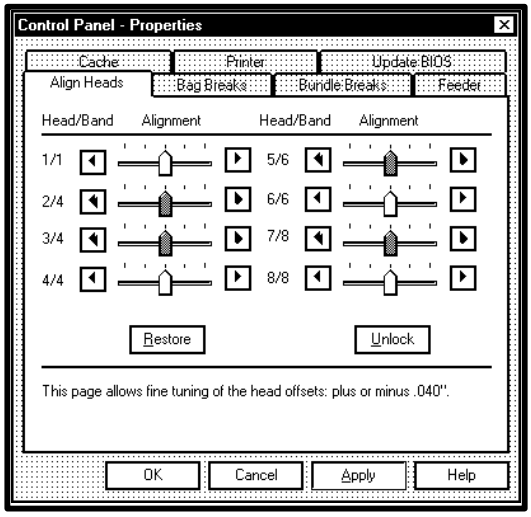
When activated there will be a delay between the feeding of each piece regardless of the resolution of the print selected.



Align Heads

When printing addresses and particularly logos that stretch across several heads, it may be necessary to adjust the alignment of the printheads to fine-tune the image. The Align Print Heads function has the ability to achieve this alignment, producing a straight line across multiple heads. The software can change the printing offset in fine increments from its factory settings.

NOTE: Make sure the object or address being printed is aligned in the layout using the Alignment Tool on the Setup Screen in the AstroJet Layout Editor before you use this procedure. This procedure is only for very fine adjustments and will not correct gross misalignment on the Setup Screen.

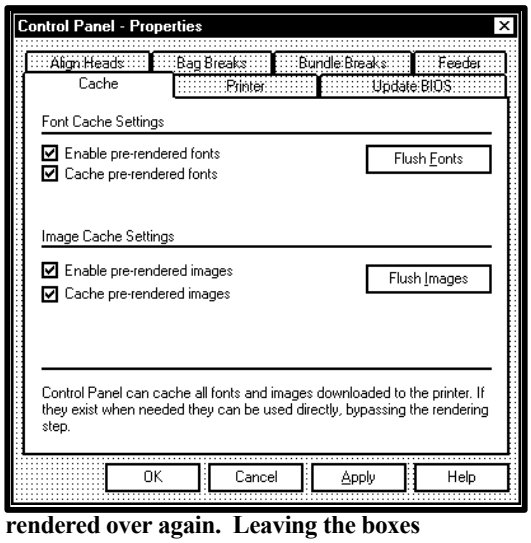


1. Turn the printer **ON** and open the Control Panel. Select **Properties…** Then select the Align Heads tab.
2. The printheads are initially locked with the others in the same Band. They should be unlocked using the **Unlock** button.
3. Each index mark on the Alignment Controls represents 4 thousandths of and inch. You can adjust the print heads to half that value, to within 2 thousandth for a total of 20 thousandths of an inch to either side of the factory setting.
4. Simply drag the alignment pointer on a print head to a new setting to change the exact location at which it starts to print. You can also us the fine adjustment arrows to work in 2 thousandths increments.
5. When you have completed the adjustment click on **Apply** to register the change.
6. To check the change click **OK** to return to the "Control Panel" screen. Click on **Print Record** to print one or more copies to check the alignment.
7. You can make additional adjustments anytime by clicking on **Properties…** and repeating the adjustment process.

The changes that you make to the head alignment are permanent in the software. To restore the factory settings click on **Properties…** then **Align Heads**. Next click on **Restore Defaults** and then deselect **Unlock** to lock the printhead bands. Click **Apply** then **OK** to close the "Control Panel – Properties" window.

Cache

The Cache tab is used to control the rendering and caching of the logos and fonts. When you run a job the control panel software renders the fonts and logos into a format that the printer can use to print the job. The rendered fonts and logos are stored in the Font Folder in the AstroJet software. The following will reset this file:

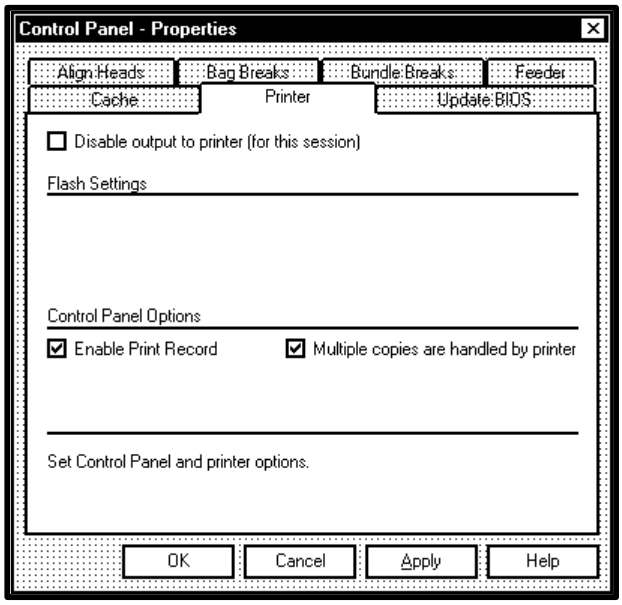


1. Turn the Printer **ON** and open the Control Panel.
2. Click on Properties and select the Cache tab.
3. Click on **Flush Fonts** and/or **Flush Images**.

NOTE: You will notice that there are two checked boxes in each of the Cache Settings. One is " Enable pre-rendered fonts or images and the other is Cache pre-rendered fonts or images. They should remain checked. When unchecked the control panel will process the job, but not save the rendered fonts or images. The next time you run the job they will have to be rendered over again. Leaving the boxes checked eliminates this.

Printer

The purpose of the Printer tab is to disable the output to the AstroJet Printer. When the "Disable output to printer for this session" is checked the software will load the file and render the fonts and logos, but it will not permit you to print. The default for this function is unchecked or **OFF**.

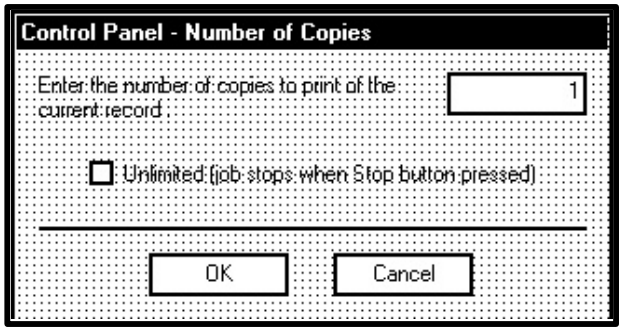


If you open the control panel when the printer is turned off a "Communication Error" window will appear and ask if you want to disable the printer for this session.

Checking the "Disable output to printer (for this session)" box will also take the printer off line.

To re-establish communication, close the "Control Panel" window, turn the printer **ON** and reopen the "Control Panel" window.

When the "Enable Print Record" is activated the **Print Record** button appears in the Control Panel. Clicking on this button will open the "Control Panel – Number of Copies" window. This window allows you to print one or more copies of the layout without advancing the database. The optional check box will allow the printer to print continuously until the **STOP** button on the Control Panel is pressed.


Control Panel - Number of Copies
Enter the number of copies to print of the current record
1
Unlimited (job stops when Stop button pressed)
OK
Cancel

Activating the "Multiple copies are handled by printer" will have the same effect as activating the "Unlimited [job stops when Stop button is pressed]of continuously printing the same record until the **STOP** button on the Control Panel is pressed.

Section 5 – Software Options

Full 256 ASCII Character Set for AstroJet Printer

The AstroJet Printer software uses the basic 128-character set to print the addresses. This speeds up downloading of the fonts and is more efficient. In some cases it may be necessary to use the entire 256 ASCII character set to print the addresses. European addresses that use accent marks over certain letters for example. In order to activate the entire 256 ASCII character set it is necessary to modify the registry file in windows. If you are not familiar with modifying registries in Windows, get help.

1. Click on START, then RUN. Enter "REGEDIT" in the **Open:** box, then click **OK.**
2. Enter the following tree:

HKEY_CURRENT_USER
Software
Astro Machine Corp
AstroJet III
Options
Windows Char Set

3. Double Click on Windows Char Set icon.
4. Change "0" to "1". Then Click **OK**
5. Click on **Registry**, then **Exit** to exit the program and save the changes.
6. Open AstroJet Printer Control Panel and click on **Properties…**
7. Click on **Cache,** then click on **Flush Fonts** then click **OK**.

NOTE: You must flush the fonts and re-render them to get the special characters to print.

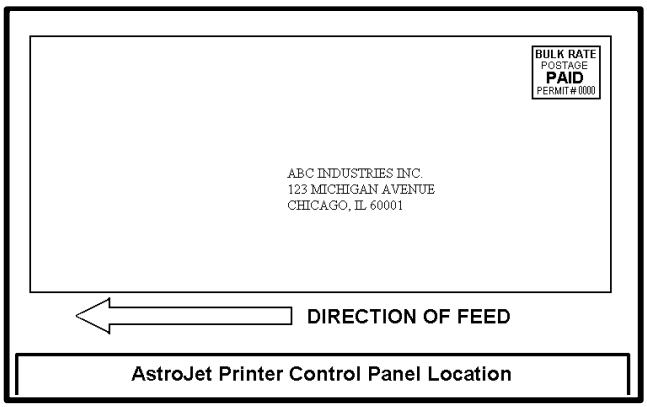
8. Reload the print job and print.

NOTE: Once this change is made it is permanent in the registry. To change it reenter the Registry and change the "1" to "0" then flush the fonts using the Properties in the Control Panel software under the Cache tab.

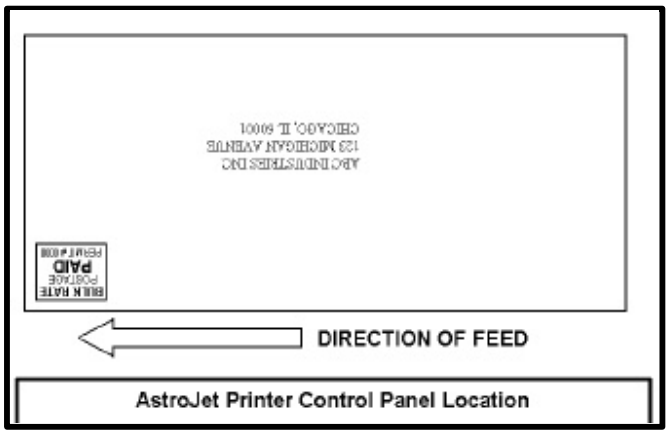
Reverse Printing

AstroJet 1000 and 2000

The default method of printing on the AstroJet 1000 and 2000 printers is referred to as the Forward printing. That is to say when you stand by the control panel of the printer the address being printed is as shown in the illustration to the right.

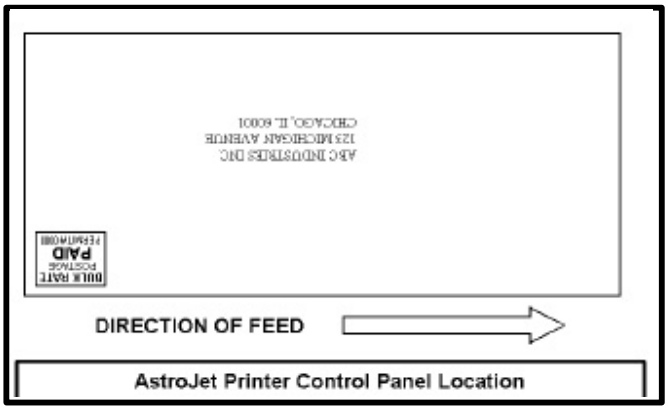


Sometimes it is necessary due to the media layout or to obtain the most efficient feeding of the material that the media be turned around. When this is done the address must be printed in reverse so that it appears right side up on the finished piece. This is referred to as Reverse printing. The AstroJet Printer accomplishes this in the software by reversing the address. While the direction of the media through the printer remains the same, the printing changes as in the illustration to the right. To change your piece from Forward to Reverse Printing, Click on **Setup** and choose **Stock Direction** and select **Reverse**.

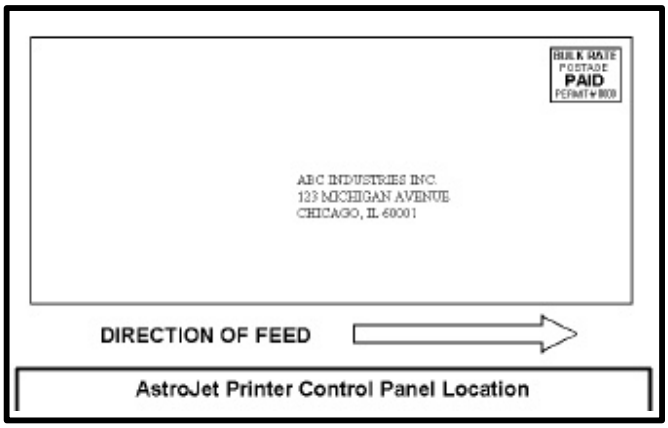


AstroJet 2+, 3, 3+, 3000, 3600, 3800, Image Blaster, and Image System II

The default method of printing on the AstroJet II+, III, III+, 3000, 3600, 3800, Image Blaster, and Imaging System II Printers is referred to as the Forward printing. That is to say when you stand by the control panel of the printer the address being printed is as shown in the illustration to the right.



Sometimes it is necessary due to the media layout or to obtain the most efficient feeding of the material that the media be turned around. When this is done the address must be printed in reverse so that it appears right side up on the finished piece. This is referred to as Reverse printing. The AstroJet Printer accomplishes this in the software by reversing the address. While the direction of the media through the printer remains the same, the printing changes as in the illustration to the right. To change your piece from Forward to Reverse Printing, Click on **Setup** and choose **Stock Direction** and select **Reverse**.



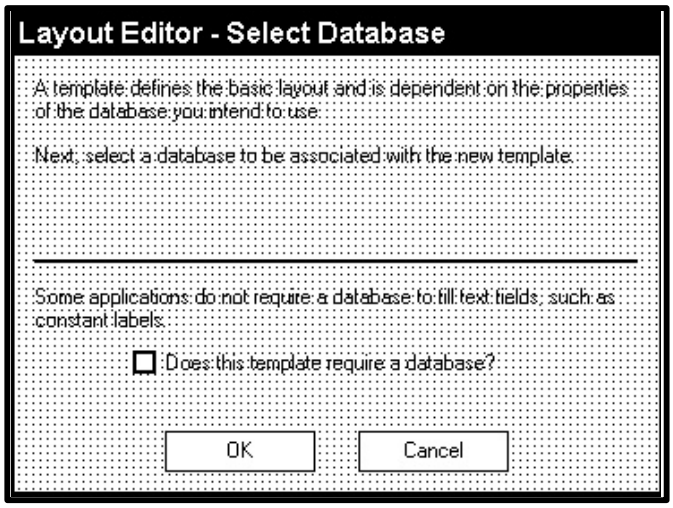
Printing without a Database

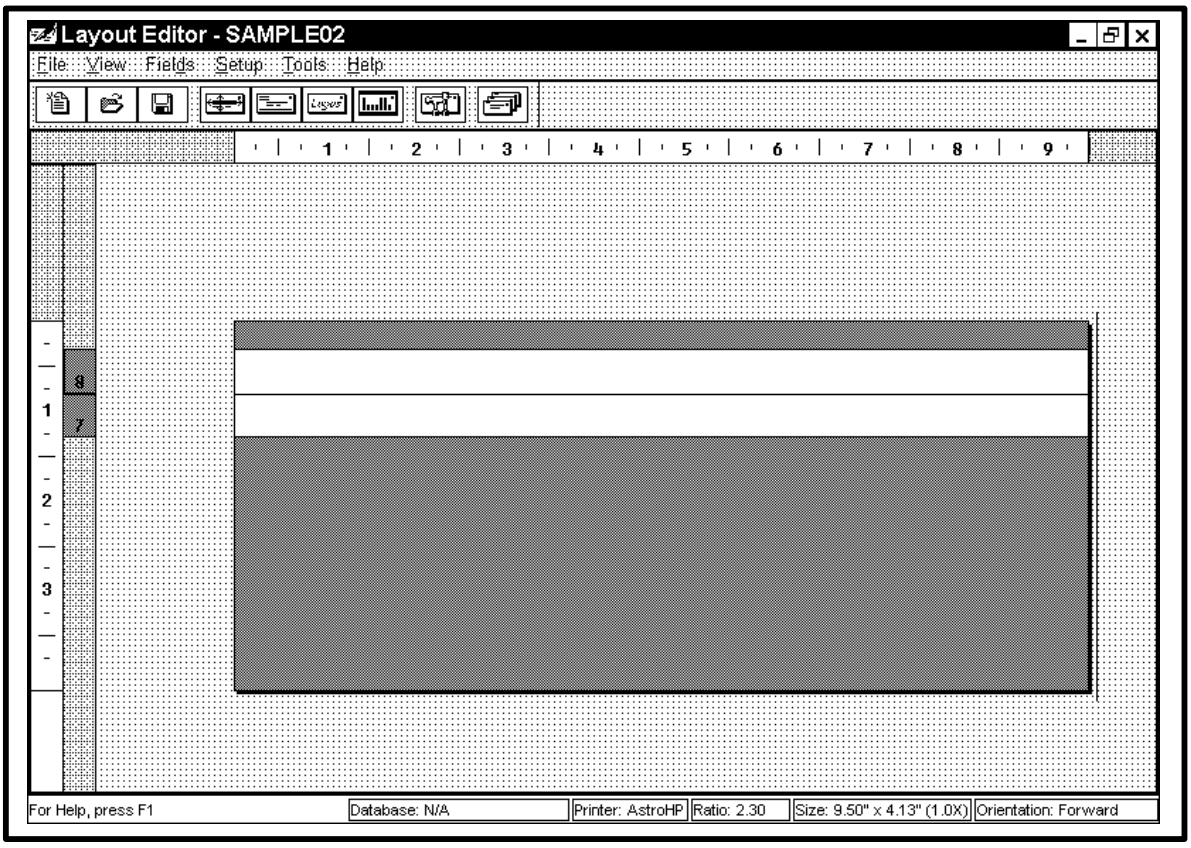
It is possible to print return addresses, logos, and other information on media without a database. One application would be to put the return address on an envelope. To do this select a the **New Template** icon or

New… from **File** menu and when the Layout Editor – Select Database window appears deselect the "Does this template require a database?" Then click **OK**.

The "Layout Editor – Stock Properties" window will open. Select the size of the envelope and click **OK** as you normally would.

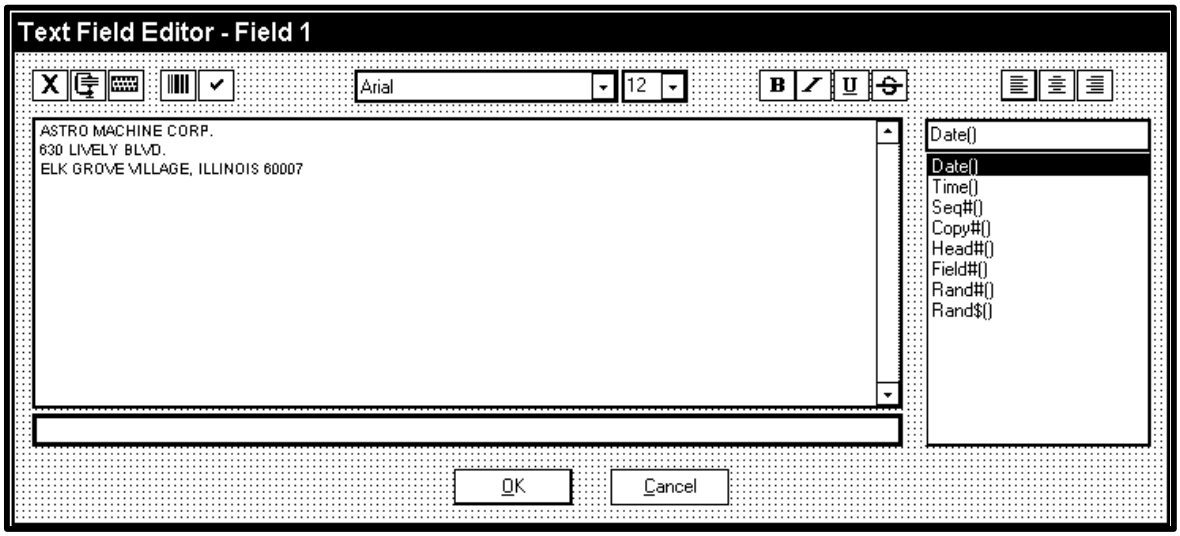
Click on **Setup** and then **Printing Bands.** Select Printing Band 8 and attach Print Head 7 to it, then click **OK**. In this example will only use printheads 7 and 8. You can turn off the rest of the printheads by Clicking on **Setup**, then **Print Head**. Then deselect heads 1 through 6. We will be printing on a #10 envelope, select this from the **Stock Properties**. When you have completed these steps the layout should look like the one below.


Layout Editor - Select Database
A template defines the basic layout and is dependent on the properties of the database you intend to use.
Next, select a database to be associated with the new template.
Some applications do not require a database to fill text fields, such as constant labels.
Does this template require a database?
OK
Cancel

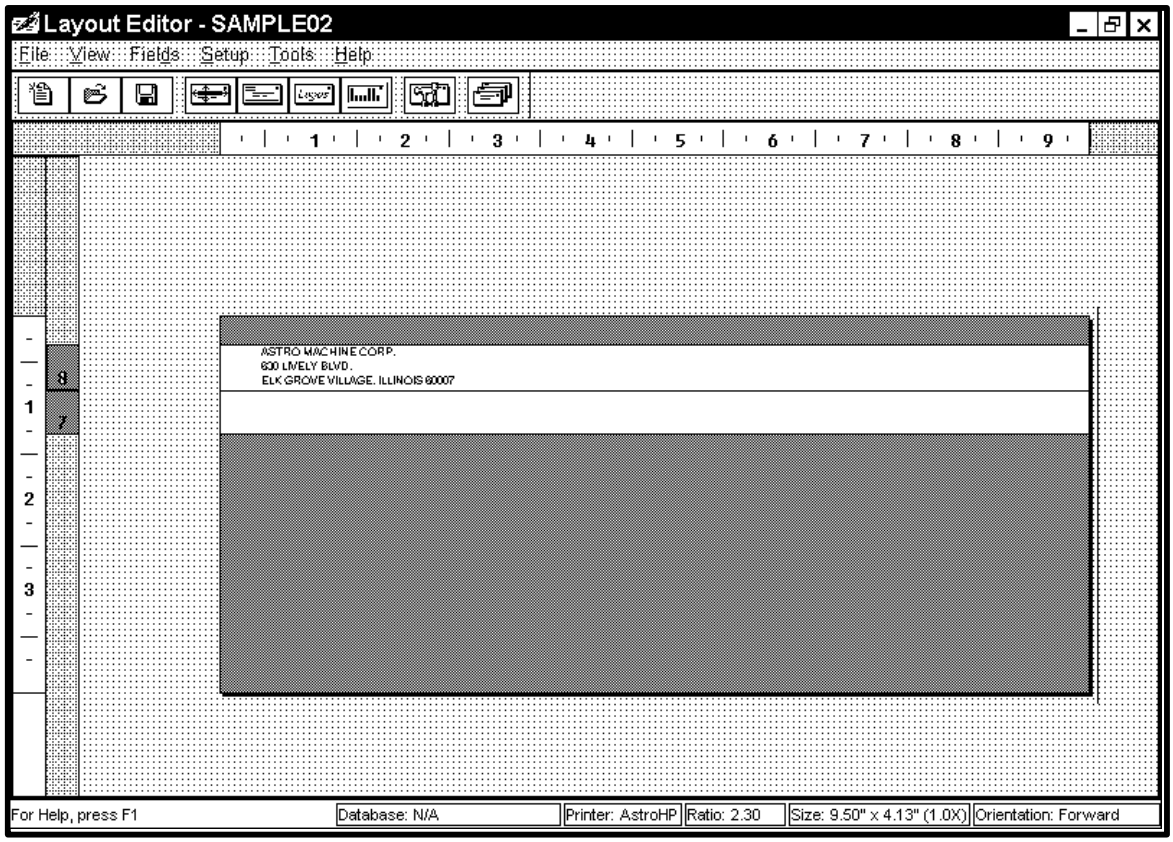


Notice that in the lower information line the Database says N/A meaning that no database is attached to this layout.

Continue with the layout by clicking on the **Text Field Properties** icon and activating a font. Click OK and "Data line1" will appear in the blotter area. Click on this and drag it to the place that you wish the information to appear on the layout, just as you would with a database field. When the "Data line 1" is positioned on the layout, double click on it and the "Text Field Editor – Field 1" window will open. Notice that there are no data base fields to choose from for the layout. Simply type in the information that you wish to print, select the style of type and type size and then click **OK**.



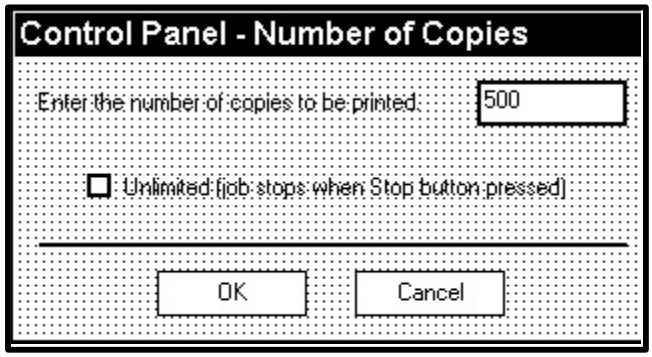
When you have completed the layout it should look like the one below:



Save the template and then create a job by clicking on **File** and then **New Job…** to save the job.

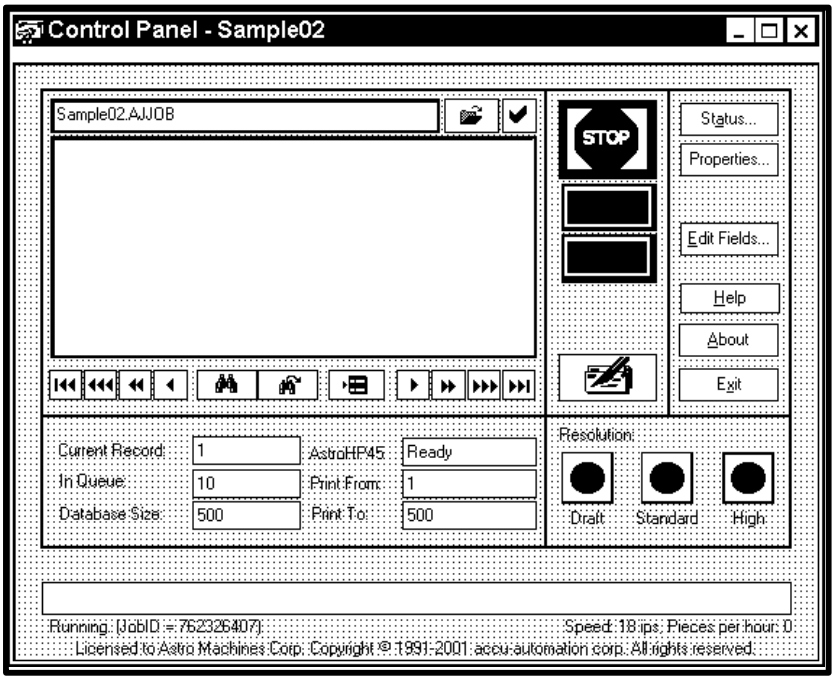
Next turn on the printer and click on the **Control Panel** icon. The control panel will open, then click on the to load the job. You will note that no data will be shown in the "Current Database" window in the control panel.

When you click **GO**, the "Control Panel – Number of Copies" window will open. This window is used to select the number of copies to be printed. If you leave the "Unlimited [job stops when Stop button pressed]" selected, the printer will continue to print until you press the **SELECT** key on the printer or **STOP** in the Control Panel software. For our example we have deselected it and entered "500" in the box provided. This will permit the printer to print 500 copies then stop feeding.


Control Panel - Number of Copies
Enter the number of copies to be printed:
500
Unlimited [job stops when Stop button pressed]
OK
Cancel

When you press **OK**, the Control Panel will become active. Pressing **GO** will start the downloading process and then the printer.

A screen shot of the Control Panel being used to print the sample job appears below.



Special Insert Characters for Text Fields

Built in to the "Text Field Editor" are several special characters that can be used to increase the information on your layout. The special characters and their functions are as follows:

Date()	When inserted into your layout returns the Date set on your computer as "*month day, year"* **Example: Jun 11, 2001**
Time()	Places the time from the computer's clock on to your layout as *"Hr:Min AM or PM"* **Example: 3:30 PM**
Seq#()	This special insert will display the count of the records from 1 to the last record run regardless of the direction the database is run. The number will print on the piece.
Copy#()	Returns the number of copies of the layout. The number is always 1.
Head#()	When placed on a particular head will print the number of that head on your document.
Field()	Will print the number of fields in your database.
Rand#()	Generates a random number from 1 to 99999 and places it on your printout.
Rand$()	Randomly generates an ASCII character and places it on your printout.

Adding Instructions to the Operator

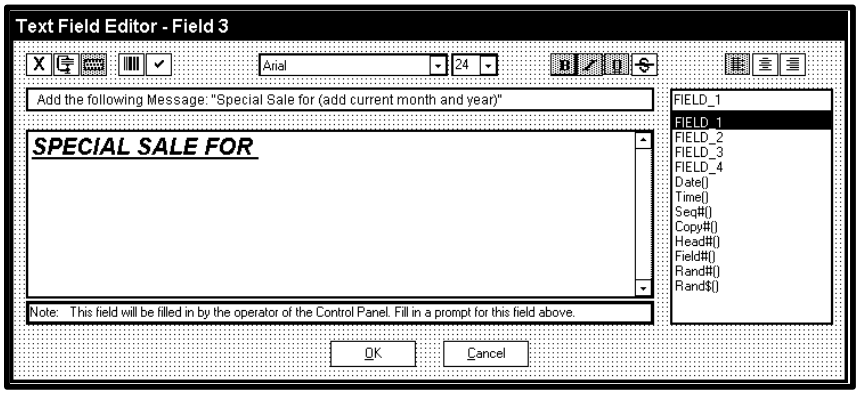
It is possible for an operator to change fixed information on a mailing piece before it is printed without using the Layout Editor. A situation where the same basic mailing list and layout is used each month but some special message is changed would be one example.

In the sample below the piece used in the tutorial is modified so that a special message can be added when the mail list is run each month.

For this example we are going to have the operator change the month each time the job is run. This is done by setting up a layout and using the "Specifies that this field will be filed in by the Control Panel" icon to have the operator add information prior to printing. When this icon is activated a window will appear in the Control Panel requesting that something be added prior to printing.

In order to set the job up, do the following:

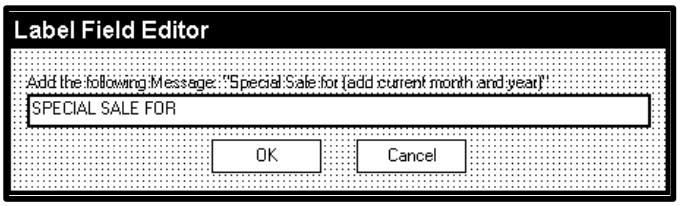
Create a job just as you would normally. Then create a Text Field for the information to be entered by the operator. Double click on the field and to open the "Text Field Editor – Field 3". Click on the icon. The window will change like the one below.



The top line is for the instructions to the operator as to what information is to be entered into the printout. The second line is for the information that will be

changed when run. There must be something in this area for this to work properly.

When you open the Control Panel software and load the job the “Label Field Editor” window on the right will appear to instruct the operator as to what information is to be entered. Once the information is entered the operator clicks **OK**. Then click on **GO**, the job then downloads and runs with the added information being printed.



Notes

Index

- Key 24
+ Key 24

A

Adding Instructions 36
Adding Logos 14
Advanced Features 24
Align Printheads 27, 28
ASCII Character Set 31
AstroJet 1000 8
AstroJet 1000-5 8
AstroJet 2 + 8
AstroJet 2000 8
AstroJet 3 8
AstroJet 3000-6 8
AstroJet 3000-8 8
AstroJet Image Blaster 8
AstroJet PS II 8

B

Bag Break 25, 27
Bands, Printing 8
Barcode, Royal Mail 14
Barcode, True Type Font 15
BIOS Installation 2
BIOS Update 2
BIOS, folder 5
Bulk Ink 24
Bundle Break 25, 27

C

Cache 29
Centronics Cable 1
Change Database 8
Completed Layout 16
Computer 1
Control Panel 4, 19
Control Panel Messages 25
Create a Layout 5
Creating Custom Envelope 10
CSV Files 7
Custom Envelopes 10

D

Data, folder 5
Data, View 16
Database Files 6
Database Selection 6
Database View 7
Database, changing 8
Databases 25
Databases, folder 5
Date stamp 36
dBase Files 7
Delay, feed 26

E

Editing Icons 12
Enhanced Parallel Port 1
Enter Key 23
Envelope Size Selection 10

F

Feed Delay 26
Feeder Settings 28
File Storage 5
File, Help 5
Flush Fonts 27
Flush Images 27
Fonts, flush 27
Fonts, folder 5
Forward Printing 10

G

Go button 4

H

Head Alignment 28
Help files 5

I

IBM Computer 1
Image, flushing 27
Insert Special Characters 36
Insert Text 3
Installing BIOS 2
Installing ODBC 95 2

J

Job 17
Job, Loading 7
Jobs, folder 5

L

Layout 8
Layout Editor 3
Layout Printheads 8
Layout Screen 8, 9
Layout Stock Properties 3
Layout Wizard 7

Layout, Quick Start 3
Layouts, New 1
Loading a Job 4
Loading Software 1
Logo, folder 5
Logos 14

M

Mail Manual, USPS 25
Margin, set 21
MDB Files 7
Menu Key 23
Menu Key 24
Menu, Setup 24
Monitoring Job 21

N

Next Key 21

O

ODBC 95, Installation 2
Open Layout 3

P

Parallel Cable 1
Pentium PC 1
Piece Counter 22
Postal Bulletin 25
Previous Key 21
Print a Job 4
Print Enhancement 23
Print Speed 22
Printer 28, 30
Printer Control Panel 23
Printer, folder 5
Printer, Selection 2
Printhead, alignment 27
Printhead, purging 22
Printhead, turn off 8
Printheads 8
Printing 4
Printing Bands 8
Printing Without Data 32
Printing, no database 32
Projects, folder 5
Properties Window 2
Properties, Control Panel 26
Properties, Stock 11
Properties, Text Fields 11
Purge 22

Q

Quick Start, Layout 3

R

Random Numbers 36
Record, search 23
Regedit 31
Replacing software 1
Reset Key 23
Reverse Printing 10, 31
Royal Mail Barcode 14

S

Save 9
Save Job 17
Save Template 17
Saving 9
Search 25
Search 23
Select Database 6
Select key 4, 21
Select Printer 2
Selecting Type Font 11
Selecting, envelope 11
Sequence Number 36
Setting, feed delay 26
Setup Menu 24
Software Installation 1
Software, Replacing 1
Special Characters 36
Starting Printer 20
Stock Direction 31
Stock Properties 3
Stop on Break 22

T

Template 8
Template, saving 17
Test Print 21
Test Print Key 21, 23
Text Field Editor 12
Text Field Properties 11
Text Files 6
Text, Insert 3
Time stamp 36
Turn Off Printheads 8
Type Font 11

U

Update BIOS 2, 27

V

View Data 16

W

Windows 2000 2
Windows 95 1
Windows 95 2
Windows 98 2
Windows ME 2
Windows XP 2

Notes

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